ANNUAL REPORT

of the

STANDING COMMITTEE

on

HUMAN RESOURCES

1999-2001

NOVEMBER, 2002

Second Session of the Fifty-Eighth General Assembly

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House of Assembly
Nova Scotia

Hon. Murray Scott
Speaker
House of Assembly
Province House
Halifax, Nova Scotia

Dear Mr. Speaker,

On behalf of the Standing Committee on Human Resources, I am pleased to submit the Annual Report of the Committee for the Second Session of the Fifty-Eight General Assembly.

Respectfully Submitted

Jon Carey, MLA
(Kings West)
Chairman
Standing Committee on Human Resources

Halifax, Nova Scotia
November 2002

Printed on paper that contains recycled fibre

TABLE OF CONTENTS

Introduction 1
Procedures and Operations 2
Notices 2
Verbatim Transcripts 2
Research Material 2
Annual Reports 3
Acknowledgments 3
Witnesses 4-6

AGENCIES, BOARDS AND COMMISSIONS ..... 7 - 44
The Process 7
Number of Agencies, Boards and Commissions 8
Remuneration 8
Bulk Advertisement 9
Department Screening Panels 9
Screening Panel Mandate 9
Approved 13-40
Not Approved 41
Stood 42
Withdrawn 43

SUB-COMMITTEE ON HUMAN RESOURCES 45- 46
Introduction 45
Procedures and Operations 46
Progress 46

STATEMENT OF SUBMISSION ..... 47 - 48

APPENDICES ..... 49 - 90
Excerpts : **Rules and Forms of Procedures** 49-54
Guidelines 55-56
Affirmative Action Policy 57-59
Letter concerning appointment of Commissioner of Oaths 60
Screening Panel Process 61-78
Correspondence
Human Resources to Executive Council - November 2, 1999 - Screening Panel Information 61
Press Release - Premier's Office - September 10, 1999 - Appointment Process Improved 62-63
Executive Council to Human Resources - November 3, 1999 - Screening Panel Information 64-65
Appointment Process Flow Chart - Executive Council 66
Human Resources to Executive Council - January 7, 2000 - Screening Panel Information 67
Human Resources to Executive Council - January 7, 2000 - Conflict of Interest 68
Executive Council to Human Resources - January 10, 2000 - Screening Panel Information 69-75
Human Resources to Executive Council - January 13, 2000 - Clarification on Screening Panel 76
Human Resources to Executive Council - January 13, 2000 - Conflict of Interest 77
Executive Council to Human Resources - January 17, 2000 - Screening Panel/Conflict of Interest 78

TABLE OF CONTENTS

APPENDICES ..... **49 - 90**

Appointment Process **79-82**
Process 79-82
Remuneration **83-90**
Human Resources to Executive Council - February 3, 2000 - Remuneration 83
Executive Council to Human Resources - February 7, 2000 - Remuneration 84
Human Resources to Law Reform Commission - February 5, 1997 - Remuneration 85
Terence Donahoe, QC, MLA - Human Resources Committee - February 25, 1997 86-90

INTRODUCTION

The Standing Committee on Human Resources, an all-party Committee of the House of Assembly, was struck at the beginning of the First Session of the Fifty-Eighth General Assembly, pursuant to Rule 60 of the *Province of Nova Scotia Rules and Forms of Procedures of the House of Assembly*[1]. The Committee's membership when originally struck was as follows:

Dr. Mark Parent, MLA - Chairman
Kings North

Mr. Jon Carey, MLA
Kings West

Mr. Ron Chisholm, MLA
Guysborough - Port Hawkesbury

Mr. Bill Dooks, MLA
Eastern Shore

Mr. Tim Olive, MLA
Dartmouth South

Mr. Don Downe, MLA
Lunenburg West

Mr. Wayne Gaudet, MLA
Clare

Ms. Eileen O'Connell, MLA
Halifax Fairview

Mr. Darrell Dexter, MLA
Dartmouth - Cole Harbour

Between September 1999 and July 2001 a number of changes were made to the membership which is currently:

Mr. Kerry Morash, MLA - Chairman
Queens

Dr. Jim Smith - Vice Chairman
Dartmouth East

Mr. Ron Chisholm, MLA
Guysborough - Port Hawkesbury

Mr. Tim Olive, MLA
Dartmouth South

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[1] Province of Nova Scotia Rules and Forms of Procedure, July 1999, Rule 60(1) Page 48.

Mr. Richard Hurlburt, MLA
Yarmouth

Mr. Cecil Clarke, MLA
Cape Breton North

Ms. Maureen MacDonald, MLA
Halifax Needham

Mr. Graham Steele, MLA
Halifax - Fairview

Mr. Michel Samson, MLA
Richmond

PROCEDURES AND OPERATIONS

The Human Resources Committee meets on the last Tuesday of every month to consider appointments to Agencies, Boards and Commissions. The Committee also meets periodically to consider other matters under their mandate. These meetings are held on Tuesday mornings in the Legislative Committees Office. The Human Resources Committee has met on the following dates:

October 5, 1999
November 2, 1999
December 7, 1999
January 25, 2000
February 15, 2000
February 29, 2000
March 7, 2000
March 28, 2000
April 25, 2000
May 30, 2000
June 27, 2000
July 25, 2000
August 29, 2000
September 26, 2000
October 17, 2000
October 31, 2000
November 14, 2000
November 28, 2000
December 19, 2000
January 16, 2001
January 30, 2001
February 5, 2001
February 27, 2001
March 27, 2001
April 24, 2001
May 8, 2001
May 22, 2001
May 29, 2001
June 29, 2001

NOTICES

Notices of the Committee meetings are sent to all members of the Committee, staff of the caucus offices, the Legislative staff and the House of Assembly Press Gallery and are posted in Province House.

VERBATIM TRANSCRIPTS

Transcripts of these Committee meetings are available from the Legislative Committees Office or on the Committee's web-site at the following address:

http://www.gov.ns.ca/legislature/hansard/comm/hr/

RESEARCH MATERIAL

All research for the Human Resources Committee is compiled by the Committee's Coordinator and Researcher and distributed to the members. Reference material is distributed one week prior to meetings.

ANNUAL REPORTS

All reports from the Human Resources Committee are compiled and written by the Committee's Coordinator. Once the Chairman has approved the initial draft, it is then sent to the individual Committee members for consideration. The draft review complete, the final report is prepared and tabled with either the Speaker or the Clerk of the House.

Distribution of the report is as follows: to the Speaker, all members of the Legislature, all witnesses who appeared before the Committee, the Legislative Library, Libraries in Nova Scotia and in all other provinces and territories, Deputy Ministers, Chairmen of all Canadian Human Resources Committees and the media. This report is also available to the general public upon request through the Legislative Committees Office and on the Legislature's website at the following address:

http://www.gov.ns.ca/legislature/COMMITTEES/human_resources.html

ACKNOWLEDGMENTS

The Committee wishes to extend its gratitude to witnesses for their time and cooperation; to Mr. Jim Spurr, former Clerk of the Executive Council, Ms. Allison Scott, QC, Secretary of the Executive Council and the entire staff of the Executive Council's Office; the staff of the Legislative Committees Office for the organization and research of committee meetings. Others whose assistance has been invaluable to the Committee are: Mr. Robert Kinsman, Editor of Hansard, and Hansard staff; Mr. Don Ledger, Co-ordinator Legislative Television and Broadcast Services for their cooperation and services.

****

WITNESSES

Mandate: Labour

Tuesday, February 15, 2000 — **Department of Labour concerning Offshore Occupational Health and Safety**

Mr. Kevin McNamara - Deputy Minister
Mr. Jim LeBlanc - Executive Director - Occupational Health and Safety Division
Ms. Pat Clahane - Council from the Department of Justice

Tuesday, March 7, 2000 — **Canada-Nova Scotia Offshore Petroleum Board (CNSOPB)**

Mr. Jim Dickey - Chief Executive Officer
Mr. Andrew Parker - Manager-Health, Safety and Environment

Mandate: Culture

Tuesday, October 17, 2000 — **Nova Scotia Cultural Network and the Nova Scotia Arts Council**

Nova Scotia Cultural Network

Mr. Andrew Terris - Executive Director
Mr. Keith MacPhail - Program Officer

Nova Scotia Arts Council

Ms. Ninette Babineau - Acting Director

Tuesday, November 14, 2000 — **Nova Scotia Professional Theatre Alliance and the Nova Scotia Drama League**

Nova Scotia Professional Theatre Alliance

Mr. Scott Burke - Chairman (Artistic Producer, Ship's Company Theatre)
Ms. Mary Vingoe - Vice Chairman (Artistic Director Eastern Front Theatre)
Mr. Christopher Shore - Administrator (Alive Theatre)
Mr. Ron Ulrich - Member (Artistic Director, Neptune Theatre)
Ms. Elizabeth Murphy - Member (General Manager, Shakespeare by the Sea)

Nova Scotia Drama League

Ms. Jolene Pattison - President and Chairman of the Board of Directors

WITNESSES

Mandate: Culture

Tuesday, January 16, 2001 — **Music Industry Association of Nova Scotia (MIANS)**

Mr. David Perlmutter - President
Ms. Andrée Gracie - Vice President
Mr. Michael Ardenne - Past President

Tuesday, January 30, 2001 — **Mr. Rob Cohn**

Mr. Rob Cohn - Music Industry Representative, Independent Businessman

Tuesday, May 8, 2001 — **Atlantic Federation of Musicians (AFM)**

Mr. John Alphonse - President
Mr. Peter J. Power - Past President / Consultant
Mr. Scott MacMillan - Member
Mr. Mike Cowie - Member

Tuesday, May 22, 2001 — **Society of Composers, Authors and Music Publishers of Canada (SOCAN)**

Ms. Gini Cornell - Manager of Atlantic Canada
Mr. Richard Albert - Licencing Field Representative
Mr. John Gracie - Composer and Member

AGENCY, BOARD & COMMISSION

APPOINTMENTS

AGENCIES, BOARDS AND COMMISSIONS

During the first session of the Fifty-Sixth General Assembly (1993), an amendment was made to Rule 60(c) of the *Province of Nova Scotia Rules and Forms of Procedure of the House of Assembly*.[2] This amendment extended the mandate of the Standing Committee on Human Resources. The Committee has been legislated to review potential appointments to all government Agencies, Boards and Commissions (ABC's).

THE PROCESS

The Human Resources Committee has held a number of briefing sessions throughout the years on the Agency, Board and Commission appointment process. On Tuesday, November 30, 1993, Tuesday, June 9, 1998, Tuesday, October 5, 1999 and Tuesday, November 2, 1999[3] in depth sessions were held. Copies of these transcripts are available at the Legislative Library in Province House, the Legislative Committees Office or on the Legislature's website at the following address:

http://www.gov.ns.ca/legislature/hansard/comm/hr/

The following is a summary of the ABC appointment process. Documentation referred to in this summary, such as the *Province of Nova Scotia Rules and Procedures of the House of Assembly*, Form "A", Standing Committee on Human Resources Committee Guidelines, Waiver of Notice, Screening Panel Process et cetera, as well as, correspondence between the Committee and the Office of the Executive Council, appears in the appendices of the report.

There are two ways in which an appointment can be made to an Agency, Board or Commission. They are as follows:

i. **Order in Council**
Order in Council appointments require both the Executive Council (Cabinet) and the Lieutenant Governor's approval.

ii **Ministerial**
These appointments are made by the Minister responsible for the legislation that establishes the Agency, Board or Commission. These appointments then are forwarded to the Executive Council (Cabinet).

The principle distinction between the two types of appointments is that the Ministerial appointments are made by the Minister responsible for the legislation that establishes the ABC. Whereas, Order in Council (OIC) appointments are recommended to the Executive Council by the Minister responsible for the legislation that established the ABC and only upon Executive Council approval are the Orders then signed by the Lieutenant Governor.

The Human Resources Committee has been legislated, since 1993, to look at both forms of appointments. The only appointments that the Committee will not consider are those excluded by Rule 60 (2) (c) (iv) 5.(a-d)

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[2] Ibid., Page 53-61.

[3] Nova Scotia, Standing Committee on Human Resources, Transcript, November 30, 1993, June 9, 1998, October 5, 1999 and November 2, 1999.

of the mandate contained within the *Rules and Forms of Procedure of the House of Assembly*[4]. How the statute or regulation governing the ABC is written determines whether or not the appointment will come before the Standing Committee on Human Resources. The Clerk of the Executive Council is responsible for interpreting the legislation.

Technically, there is no difference between an Agency, Board or Commission insofar as the name is concerned. They are called one or the other depending on how they are referred to in the legislation. It is important to note that the legislation determines the role, mandate, authority and jurisdiction of the ABC.

NUMBER OF AGENCIES, BOARD AND COMMISSIONS

Currently there are 245 Agencies, Boards and Commissions. There are approximately 1100 people appointed to ABC's at any particular time. There can be up to 1500 appointments to boards since the governing legislation of the various ABC's has discretion concerning the number of people appointed at any given time. An example of this is the Children and Family Services Act Advisory Committee. The Cabinet can appoint a minimum of seven members to a maximum of 10 members to the board. In accordance with the objectives of the government to reduce the number of agencies, boards and commissions there has been a significant reduction related to inactive or unnecessary agencies, boards and commissions.

REMUNERATION

There is no set formula for remuneration for the people serving on Agencies, Boards and Commissions. In 1993 the government asked the Law Reform Commission to look into this matter when they were doing their ***Discussion Paper - Agencies, Boards and Commissions - The Administrative Justice System in Nova Scotia*** **- February 1996;** however, the Commission declined to deal with the subject. The payment of remuneration was then referred to the Priorities and Planning Secretariat (P&P) [now the Treasury and Policy Board]. P&P determined that it would be up to the individual departments / ministers to review and set the remuneration for the each of the boards under their jurisdiction. The Government has undertaken to include a set of guidelines for remuneration in its review of the appointment process as requested by the Human Resources Committee.

Remuneration can vary from boards such as the Utility and Review Board which pays $70,000 per annum to other boards such as the Regional Health Boards (RHB) which compensate for expenses only. When the RHB's were created, it was the practice of the government of the day to have the public volunteer to serve on boards and that no remuneration was necessary.

Currently, the departments look at the ABC's jurisdiction and subject matter and calculate the loss of income the various members of the public will incur when sitting on the board. If a board requires a certain professional service such as a medical doctor or a lawyer, the remuneration would be set at a higher rate to equal or even give incentive to a person considering serving on an ABC. Remuneration for members of ABC's is currently being reviewed by a Committee of Deputy Ministers[5]

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[4] Province of Nova Scotia Rules and Forms of Procedure of the House of Assembly, July 1999, Rule 60 (2) (c) (iv) 5. (a-d) Pages 55-56.

[5] Nova Scotia, Standing Committee on Human Resources, Transcript, November 30, 1993, June 9, 1998, October 5, 1999 and November 2, 1999.

The government has undertaken a commitment to include a set of guidelines for remuneration in its review of the appointment process as requested by the Human Resources Committee. [6]

BULK ADVERTISEMENT

Once every six months a list of upcoming vacancies for all government Agencies, Boards and Commissions is generated by the Executive Council's Office. Vacancies are advertised through Communications Nova Scotia in the Chronicle Herald, Daily News and the Cape Breton Post as per the Standing Com mittee on Human Resources' advertising policy.[7] The Standing Committee on Human Resources' Coordinator organizes the information for the bulk advertisement. From time to time when departments find it necessary to place supplementary ads, the Committee is informed prior to their placement to ensure that their advertising policy is being followed. All applications from the bulk ad are received by the Executive Council Office's then forwarded to the individual departments.

DEPARTMENT SCREENING PANELS

Once the individual applications are forwarded to the Department, the screening panels are consulted. All appointments, even those people being reappointed to a board, must go through the screening panel process. Screening panels are appointed by the individual ministers to screen all applicants to ABC's to ensure that all candidates are chosen in a fair and equitable manner.

The screening panels are made up of volunteers from the community, remunerated for reasonable travel expenses. The members of the screening panels need to have technical expertise, they should represent the stakeholders of those particular ABC's which they oversee and there should be some regional representation within the panel where appropriate.

The mandate of the Screening Panels [8] was established by the Executive Council's Office and sent to the Human Resources Committee on June 5, 2000. The mandate of the screening panels is as follows:

> ***(II) Screening Panels***
>
> *Screening panels were established as a matter of discretion. The purpose of screening panels was to establish a mechanism to determine qualified candidates for appointment to ABC's, to assist ministers in the selection of candidates to fill vacancies on ABC's.*
>
> *Screening panel members are selected by ministers on the basis of experience in the area of concern of the department, having regard for expertise, regional representation, gender, racial and other affirmative action considerations. Departmental staff assist the minister in recruiting screening panel members, having regard to the experience in the area of concern of the department, having regard to expertise, regional representation, gender, racial and other affirmative action considerations.*
>
> ***Rules of general application regarding the selection of candidates for appointments to ABC's are as follows:***

---

[6] Nova Scotia, News Release, Premier's Office, Appointments Process Improved, September 10, 1999

[7] Nova Scotia, Standing Committee on Human Resources, Advertising Policy, July 23, 1998

[8] Nova Scotia, Letter from Executive Council to Standing Committee on Human Resources, June 5, 2000.

1. *Subject to Rule 5 and 6 below, all applications for appointments to ABC's, whether made by the Governor in Council or by a minister of a department, if submitted to the HR Committee, must be reviewed by a screening panel.*

2. *Screening panels screen for qualifications only and do not rank candidates relative to each other.*

3. *The qualifications for appointments to an ABC shall be determined by the screening panel in conjunction with departmental staff assigned to assist the panel, having regard to legislative mandate of the particular ABC.*

4. *Screening panels are not to determine candidates qualified for chair as separate from other board members, unless the applicable legislation establishes particular qualifications for the chair. The minister will select the chair from applicants qualified for board membership.*

5. *Screening panels shall not consider appointments where the recommendation or nomination for appointment is required by legislation or regulation to be made by a self regulating body, a hospital or university or other institution arms length to government. Applicants submitted by such institutions, where the submission is required by legislation or regulation, will be considered to be qualified by virtue of the recommendation made by the arms length body.*

6. *Screening panels shall not consider appointments of civil or public servants as members to agencies, boards or commissions, where the appointment is part of the employee's job function.*

7. *Each department will determine the number of screening panel members and the terms of appointments.*

8. *Each department is responsible to ensure screening panel members are aware of their obligations under the Freedom of Information Act to keep confidential personal information regarding applicants, as required by the Act.*

9. *Subject to Rule 10, appointments made after an advertisement for applications to fill vacancies on ABC's shall be made from applications posted or received by the Executive Council Office.*

10. *Where a screening panel determines there are insufficient applications from qualified candidates as the result of the most current advertisement, a department may put forward to the screening panel other applications in its database.*

11. *Departments may recruit applicants for appointment to secure qualified applicants, where a screening panel has determined there are insufficient qualified applicants to fill available vacancies. Applications from recruited candidates must be submitted to the departmental screening panel, unless the application is submitted where Rule 5 and/or 6 (set out above), applies.*

Once the screening panel has selected the most qualified applicants, the applications are forwarded to the Minister. The Minister is then able to select candidates from this pool of applications. The signed paperwork is then forwarded to the Clerk of the Executive Council. The applications are sent to the Treasury and Policy Board and the Cabinet prior to being sent to the Standing Committee on Human Resources.

Once Cabinet approval is obtained, those applications that the Human Resources Committee is mandated to approve are then sent to the Legislative Committees Office and placed on the Standing Committee on Human Resources' agenda.

The material is received no later than the Friday eleven calendar days prior to the scheduled Human Resources Committee meeting. The material is copied and distributed to all Committee members on the Tuesday, one week in advance of the meeting, as dictated by Rule 60 (2) (c) (iv) (13) in the *Province of Nova Scotia Rules and Forms of Procedures of the House of Assembly*.

If subsequent material arrives from the Executive Council Office after the one week deadline has occurred, it can still be distributed to the Committee members, but before it can be considered at the scheduled meeting, a waiver of notice must be signed and given to the Human Resource Committee Coordinator. The signing of the waiver must be unanimous. If there is one Committee member who objects to the items being added to the agenda, the items will be tabled and placed on the agenda for the next meeting. The same procedure holds true if for some reason the Human Resources Committee's policies and/or procedures are broken (i.e. ABC not advertised).

If the appointments are **approved**, the material is returned to the Executive Council Office and placed on the order paper for the Lieutenant Governor's signature.

If the appointments are **not approved**, the material is also returned to the Executive Council Office, whereupon it will be returned to the appropriate department with a letter from the Clerk explaining the circumstances surrounding the rejection.

Contained on the following pages is the list of all the Appointments to Agencies, Boards and Commissions that have been approved, not approved, stood or withdrawn from consideration by the Standing Committee on Human Resources from Tuesday, October 5, 1999 until June 29, 2001.

APPROVED

DEPARTMENT OF AGRICULTURE AND FISHERIES
(Agriculture and Marketing, Fisheries and Aquaculture)

Agriculture Marshland Conservation Commission

Stephen Logan	Chair / Member	June 29, 2001
Bill Biggs	Member	June 29, 2001
Shirley Ferguson	Member	June 29, 2001
Larry Hudson	Member	June 29, 2001
Kathy Ross	Member	June 29, 2001

Crop and Livestock Insurance Commission - Nova Scotia

Avard Bentley	Member	May 30, 2000
Thane Fullerton	Member	May 30, 2000
Wendel Purdy	Member	May 30, 2000

Dairy Commission - Nova Scotia

Enid Cooper	Member	September 26, 2000
Hattie Dyck	Member	September 26, 2000

Farm Loan Board - Nova Scotia

Leo Cox	Chair / Member	February 29, 2000
Ted Ueffing	Vice Chair / Member	March 27, 2001
Hank Bosveld	Member	October 31, 2000
Victor Moses	Member	February 29, 2000

Farm Practices Board

Traci L.L. Curry	Chair / Member-at-Large	February 27, 2001
Betty Lou Scott	Member-at-Large	February 27, 2001
Fred A. Walsh	Member-at-Large	February 27, 2001
Robert Wilson	Member-at-Large	February 27, 2001

Fisheries and Aquaculture Loan Board

Martin Cottreau	Chair	May 30, 2000
Edmond Aucoin	Vice Chair	April 25, 2000
Ian Blenkharn	Member	May 30, 2000
Peter J. Goth	Member	April 25, 2000
Harald A. Norve	Member	April 25, 2000
Eric M. Nowe	Member	April 25, 2000

Natural Products Marketing Council

Enid Cooper	Member	March 27, 2001
Dave Davies	Member	March 27, 2001
Chris Power	Member	March 27, 2001
Michael Scothorn	Member	March 27, 2001

DEPARTMENT OF COMMUNITY SERVICES
(Department of Community Services and the Department of Housing)

Children and Family Services Act Advisory Committee

Paula Altenburg	Member	October 31, 2000
Denis John Cassivi	Member	October 31, 2000
Cindy G. Cormier	Member	October 31, 2000
Sharon Dewar	Member	October 31, 2000
Douglas Dobson	Member	October 31, 2000
Anne Malick, QC	Member	October 31, 2000
Sylvia V. Parris	Member	October 31, 2000
Edward Vale, MSW,MBA,RSW	Member	October 31, 2000

Disabled Persons' Commission

Julianne Acker-Verney	Member	October 31, 2000
William Crawford	Member	October 31, 2000
Ralph D. Ferguson	Member	October 31, 2000
Scott Andrew Gillis	Member	October 31, 2000
Audrey Harmer	Member	October 31, 2000
Brain Tapper	Member	October 31, 2000
H. Jane Warren	Member	October 31, 2000

Kings Regional Rehabilitation Centre

Harold A. Rafuse	Member	November 28, 2000

Housing Authorities

Cobequid

Frederick C. Smith	Member	March 28, 2000

Eastern Mainland

Diane R. Hayman	Member	March 28, 2000

Metropolitan

Matthew E. Kerrigan	Member	March 28, 2000
Arthur C. MacKenzie	Member	September 26, 2000
Armand F. Pinard	Member	March 28, 2000

Tri - County

Frank Marshall	Member	March 28, 2000

Round Table on Child Care

Robert Hannigan	Chairman	October 31, 2000
Alice LeBlanc Boudreau	Member (Child Care Teacher- Non-Profit)	October 31, 2000
Jennifer Lohnes	Member (Child Care Teacher - Private)	October 31, 2000
Carol Anne May	Member (Child Care Teacher - Non-Profit)	October 31, 2000
Nardina Tellum	Member (Child Care Teacher - Private)	October 31, 2000
Goranka Vukelich	Member (Early Childhood Training Educator)	October 31, 2000

Social Assistance Appeal Board

Cumberland

Donald J. LeBlanc	Chair	April 25, 2000
Walter Maltby	Member	April 25, 2000
Brenda J. O'Brien	Member	October 31, 2000

Digby / Annapolis

Pamela Bishop	Chair / Member	March 28, 2000
Darrell E. Hannam	Member	March 28, 2000
John Carlo Ivens	Member	March 28, 2000
Ellen M. Simpson	Member	March 28, 2000
James M. Wheelhouse	Member	March 28, 2000
Kenneth F. Woodman	Member	March 28, 2000

Inverness / Victoria / Richmond

Shirley Landry	Chair	April 25, 2000

Yarmouth / Clare / Argyle / Shelburne

Rudolph Joseph Muise	Chair	April 25, 2000

Social Workers' Board of Examiners

Don Brown	Member	January 30, 2001
Vince P. Garnier	Member	January 30, 2001
Elizabeth Whelton	Member	April 25, 2000

DEPARTMENT OF ECONOMIC DEVELOPMENT

Business Development Corporation - Nova Scotia

John Risley	Chair / Director	March 28, 2000
Ken G. Anderson	Director	March 28, 2000
Barry E. Bartlett	Director	March 28, 2000
Myra L. Batalion	Director	March 28, 2000
Michael Black	Director	March 28, 2000
Lonsdale W. Holland	Director	December 7, 1999
James MacConnell	Director	December 7, 1999
J. Leonard Sarsfield	Director	March 28, 2000
James Snell	Director	March 28, 2000
Yvonne Thyssen-Post	Director	March 28, 2000

Film Development Corporation Board - Nova Scotia

Bonita Kirby	Chair / Director	March 28, 2000
Michael H. Conde	Director	March 28, 2000
Owen Ferguson	Director	March 28, 2000
Bruce MacDonald	Director	February 27, 2001
Rita Lamontagne MacDonald	Director	February 27, 2001
Mark Macneill	Director	February 27, 2001
Vanessa B. Morrison	Director	March 28, 2000
David Pember	Director	March 28, 2000
Martin J. Pink, QC	Director	March 28, 2000

Nova Scotia Business Inc.

Keith Boulter	Director	March 27, 2001
Sheila A. Brown	Director	March 27, 2001
James Gogan	Director	March 27, 2001
Maurice Guitton	Director	March 27, 2001
Larry LeBlanc	Director	March 27, 2001
Alastair MacLeod	Director	March 27, 2001
Dan Potter	Director	March 27, 2001
John Risley	Director	March 27, 2001
Thomas A. Rose	Director	March 27, 2001
James A. Sapp	Director	March 27, 2001
F. Thomas Stanfield	Director	March 27, 2001
Grace White	Director	March 27, 2001

DEPARTMENT OF EDUCATION

Acadia University - Board of Governors

John B. Carter	Member	January 30, 2001
A. William Cox	Member	January 30, 2001
Janet Kirk	Member	January 30, 2001
Daniel C. Macintosh	Member	January 30, 2001
Dr. Thomas H. Raddall	Member	January 30, 2001

Acadia University Foundation

George Bishop	Member	February 27, 2001
Murray Herron	Member	February 27, 2001
David A. Hovell	Member	February 27, 2001
Leonard Sarsfield	Member	February 27, 2001
Douglas W. Trider	Member	February 27, 2001

Advisory Council on the Status of Women

Cheryl Bell	Member	May 30, 2000
Linda Carvery	Member	May 30, 2000
Sheila Lewis	Member	May 30, 2000
Doreen Paris	Member	May 30, 2000
M. Chantal Richard	Member	May 30, 2000

African-Canadian Education Council

Patricia Barton	Member	January 30, 2001
Benjamin Elms	Member	January 30, 2001
Deborah Emmerson	Member	January 30, 2001
Jacquie Farrow-Lawrence	Member	January 30, 2001
Karen Hudson	Member	January 30, 2001
Brian Owen Johnston	Member	January 30, 2001
Rev. Elias Mutale	Member	January 30, 2001
Kathy Rhodes-Langille	Member	January 30, 2001
Charles Sheppard	Member	January 30, 2001
Edward Simmons	Member	January 30, 2001

Atlantic Provinces Special Education Authority

Murdock Morrison	Member	November 2, 1999

Barbers Act - Board of Examiners

Donald J. Abbass	Member	September 26, 2000
Mauro Franco Montani	Member	September 26, 2000

College of Art & Design - Nova Scotia - Board of Governors

Allison Bishop	Member	October 31, 2000
Tom Forrestall	Member	October 31, 2000
Fred Holtz	Member	October 31, 2000
Michael-Andreas Kuttner	Member	October 31, 2000
Beverley McClare	Member	October 31, 2000
Lloyd M. Newman	Member	October 31, 2000

Colleges and Universities - Nova Scotia Advisory Board on

John LeBlanc	Member	June 29, 2001
Jane MacKay	Member	June 29, 2001
Don McLeod	Member	June 29, 2001
Duane D. Robar	Member	June 29, 2001

Cosmetology - Provincial Examining and Licensing Committee

Jocelyn McCormack	Member	March 28, 2000

Council on Higher Education - Nova Scotia

Russell C. MacKinnon	Member	September 26, 2000

Johnstone (Dr. P. Anthony) Memorial Fund Entrance Scholarship

Dr. Emily Freeman	Representative (Member)	June 29, 2001

Library Boards

Annapolis Valley

James Louis MacAlpine	Member	June 29, 2001

Colchester-East Hants

Ruby McDorman	Member	June 29, 2001

Cumberland

Sandra Cox-Wright	Member	June 29, 2001
Sara MacRae	Member	June 29, 2001

Eastern Counties

Mary Margaret MacLean	Member	June 29, 2001

Library Boards

Halifax Regional

Alex Handyside	Member	June 29, 2001
Betty Thomas	Member	June 29, 2001

Mi'Kmaq Education Council

Valerie Marshall Bowers	Member	March 28, 2000
Jeanette Gloade	Member	March 28, 2000
Lorraine Smith-Collins	Member	March 28, 2000

Mount Saint Vincent University - Board of Governors

Theresa Laffin	Member	April 25, 2000
Mary Martin, MA, CFRE	Member	April 25, 2000

Private Career Colleges Board

T. Gregory Coleman	Member	April 24, 2001
Darlene Guite	Member	April 24, 2001
Kelly Richards	Member	April 24, 2001
Edward Sampson	Member	April 24, 2001

Provincial Apprenticeship Board

Michael D. Bren	Member	January 30, 2001
Thomas Brown	Member	March 28, 2000
Noel R. Doucette	Member	January 30, 2001
Peter Greer	Member	March 28, 2000
Charles Henman	Member	January 30, 2001
Gary Jennex	Member	January 30, 2001
Bernard LaRusic	Member	March 28, 2000
Christene McInnis	Member	January 30, 2001
Marilyn Morrison	Member	March 28, 2000
Larry Oakey	Member	January 30, 2001
Ed Pace	Member	January 30, 2001
Maureen Serroul	Member	January 30, 2001
David Thomson	Member	January 30, 2001
Stephen F. Vaslet	Member	January 30, 2001
Donald (Don) Zwicker	Member	March 28, 2000

St. Francis Xavier University Foundation

Iain Daniel Boyd	Member	May 29, 2001
Mary J. Coyle	Member	June 29, 2001

Student Aid Higher Appeal Board

Evangeline Cain-Grant	Member	November 2, 1999
Frances C. Cody	Member	November 2, 1999
Meegan J. Dowe	Member (Student Representative)	March 28, 2000
Mark G. Galley	Member (Student Representative)	March 28, 2000
William R. Quinn	Member	November 2, 1999

Teachers College Foundation - Board of Governors

David T. White	Chair / Member	April 25, 2000
Dr. John Grant	Member	April 25, 2000
Donna D. MacDonald	Member	April 25, 2000
J. David Pottie	Member	April 25, 2000

University College of Cape Breton - Board of Governors

Crystal M. Aboud	Member	June 29, 2001
Catherine Elizabeth Boudreau	Member	June 29, 2001
R.G. (Rick) Cecchetto, C.A.	Member	April 25, 2000
Donald Cleveland	Representative (Member)	June 29, 2001
Shawna Goodwin	Member	June 29, 2001
Robert P. Hannigan	Member	April 25, 2000
Marilyn Harrison	Member	April 25, 2000
Jason Kassouf	Member	April 25, 2000
J. Philip (Phil) MacDonald	Member	June 29, 2001
Jack MacLeod	Member	April 25, 2000
Ed MacMaster	Member	June 29, 2001
David Samson	Member	April 25, 2000
Yvonne S. Williams	Member	April 25, 2000

University College of Cape Breton Foundation

Donald R. Cleveland	Member	June 29, 2001
Nancy P. Gillis	Member	June 29, 2001
Jacquelyn Thayer Scott	Member	June 29, 2001

Women in Engineering Scholarship Selection Committee

Donna Morykot, P.Eng.	Member	September 26, 2000

DEPARTMENT OF ENVIRONMENT AND LABOUR
(Department of Environment and Department of Labour)

Blasters Board of Examiners for Certification

Paul Caza	Member	January 25, 2000
Sid McConnell	Member	January 25, 2000
Alan Miller	Member	January 25, 2000

Coal Mines Regulation Act - Board of Examiners

Robert W. Gillis	Member	June 29, 2001

Construction Industry Panel - Labour Relations Board - Nova Scotia

Leo F. McKay	Alternate Member	May 29, 2001
David E. Reid	Alternate Member	January 25, 2000

Fuel Safety Board

C. Barry Alexander, P.Eng.	Chair / Member	March 28, 2000
Frederick L. Chalmers	Member (Industry)	June 27, 2000
Keith Marsh	Member	March 28, 2000
David A. Muise, P.Eng	Member	March 28, 2000
Stephen J. Pilon	Member (Gas Industry)	November 28, 2000
Robert Redmond	Member	March 28, 2000
John Spencer	Member	March 28, 2000

Labour Relations Board - Nova Scotia

Gregory I. North, QC, C.Arb.	Vice Chair	April 25, 2000
Sylvester J. Atkinson	Alternate Member	April 25, 2000
Gary W. Dean	Alternate Member	January 25, 2000
Gunnar Jennegren	Member	April 25, 2000
Leo F. McKay	Member	May 29, 2001

Labour Standards Tribunal - Nova Scotia

E.A. Nelson Blackburn, QC	Member	March 28, 2000
Christopher M. Scott	Member	March 28, 2000

Occupational Health and Safety Advisory Council

John Amirault	Member	November 28, 2000
Christine Burchell	Alternate Member (Employer)	January 25, 2000
Rick Clarke	Member (Employee)	January 25, 2000
		September 26, 2000
Gary W. Fraser	Member	November 28, 2000
Charles Keddy	Member (Employer)	January 25, 2000
Michael A. Lowe	Member (Employer)	September 26, 2000
Susan E. Lyle	Member	November 28, 2000
Archie MacKeigan	Member (Employer)	January 25, 2000
		September 26, 2000
Cecil MacRae	Alternate Member	November 28, 2000
Gary Slaunewhite	Alternate Member (Employer)	September 26, 2000
Betty Jean Sutherland	Alternate Member	November 28, 2000
Phil Veinotte	Alternate Member (Employer)	January 25, 2000
		September 26, 2000
Leo van Berkel	Alternate Member	November 28, 2000
Robert Wells	Member (Employee)	February 29, 2000
		September 26, 2000

Occupational Health and Safety Appeal Panel

Michael Hewitt	Chair	January 30, 2001
Gerardette M. Brown	Member (Employee)	September 26, 2000
Robert Darton	Employer Representative	January 30, 2001
Jim Furlong	Employer Representative	March 28, 2000
Rhonda Green	Employer Representative	January 30, 2001
John K. Kennedy	Employee Representative	March 28, 2000
Frank MacKinnon	Employee Representative	January 30, 2001
Michael MacKinnon	Employer Representative	March 28, 2000
Kelly Marchand	Member (Employee)	September 26, 2000
Robert McArel	Employer Representative	March 28, 2000
Harris McNamara	Employer Representative	January 30, 2001
Deborah Ryan	Employee Representative	March 28, 2000
Kenneth J. Stevens	Member (Employer)	September 26, 2000
Betty Jean Sutherland	Employee Representative	March 28, 2000
Robert Wells	Member (Employee Representative)	February 29, 2000

Radiation Health Advisory Commission

Charlene MacNeil	Member	November 28, 2000

Securities Commission - Nova Scotia

H. Leslie O'Brien, QC	Vice Chair / Member	June 27, 2000
R. Daren Baxter	Member	September 26, 2000
Kenneth E. MacAulay	Member	September 26, 2000
R. Kirk MacRae	Member	September 26, 2000
Darren S. Nantes	Member	September 26, 2000

Well Construction Advisory Board

S. Wayne Chisholm	Member (Industry)	September 26, 2000
Heather J. Cross	Member-at-Large	March 28, 2000
H.T. (Herb) Doane	Member-at-Large	September 26, 2000
Jamie McDonald	Member-at-Large	September 26, 2000

Workers' Compensation Board

Dr. Oscar Wong	Vice Chair / Member	December 7, 1999
Gary Dean	Member	August 29, 2000
Paul LeBlanc	Member (Public-at-Large)	December 7, 1999
Charlene Long	Member	August 29, 2000
James Melvin, CA	Member (Management)	December 7, 1999
Roberta Morrison	Member	December 7, 1999
James White, LLB	Member (Management)	December 7, 1999

DEPARTMENT OF FINANCE

Gaming Corporation - Nova Scotia

Peter Gerard Fardy	Director	January 30, 2001
John G. Khattar	Director	January 30, 2001
Stephen K. Mont	Director	January 30, 2001
Michael M. Novac, P.Eng.	Director	January 30, 2001

DEPARTMENT OF HEALTH

Dispensing Opticians Board

Thomas C. Burlock	Member	May 29, 2001
Gregory J. Gillam	Member	May 29, 2001
Sandra Impraim	Member	May 29, 2001
John Morrissey	Member	June 29, 2001
Mary M. Tizzard	Member	June 29, 2001

Gaming Foundation, Nova Scotia

Hubert Devine	Chair / Member	March 27, 2001
Rev. Hugh D. MacDonald	Member	March 27, 2001
Robert MacDonald	Member	March 27, 2001
Joseph E. Marsh	Member	March 27, 2001
Delbert Muise	Member	March 27, 2001

Health Authority Districts

District 1 - Lunenburg/Queens (South Shore)

Roxanna F. Smith	Chair / Member	September 26, 2000
Christopher Clarke	Member	September 26, 2000
George Cook	Member	September 26, 2000
Gordon Crouse	Member	September 26, 2000
Dr. David Evans	Member	September 26, 2000
George A. Ferrier	Member	September 26, 2000
Douglas H. Shinyei	Member	September 26, 2000
James A. Smith	Member	September 26, 2000
Jim Smith	Member	September 26, 2000
Dr. Alexander L. Steeves	Member	September 26, 2000
Jan O. Sundin	Member	September 26, 2000
Ken Wilkinson	Member	September 26, 2000

District 2 - Digby/Clare/Yarmouth/Shelburne (South West Nova)

Ronald Horrocks	Chair / Member	September 26, 2000
Linda Blades	Member	September 26, 2000
Donald C. Bower	Member	September 26, 2000
Hubert M. d'Entremont	Member	September 26, 2000
Dr. James W. Goodwin	Member	September 26, 2000
Darlene Z. Lawrence	Member	September 26, 2000
Barrie MacGregor	Member	September 26, 2000
Gerald A. Pottier	Member	September 26, 2000
Anne Smith	Member	September 26, 2000
Pearl Maria Theriault	Member	September 26, 2000
Beverley Thibodeau	Member	September 26, 2000
Bonnie Van Tassell	Member	September 26, 2000

Health Authority Districts

District 3 - Kings/Annapolis (Annapolis Valley)

David Logie	Chair/Member	September 26, 2000
Jane Farquharson	Member	September 26, 2000
J. Stephenson (Steve) Hemenway	Member	September 26, 2000
David A. Hovell	Member	September 26, 2000
Preston Ilsley	Member	September 26, 2000
Barbara Kaiser	Member	September 26, 2000
R. Douglas MacDonald	Member	September 26, 2000
Steven Michael Menzies	Member	September 26, 2000
James C. Mosher	Member	September 26, 2000
Peter S. Mosher	Member	April 24, 2001
John (Jack) H. Phinney	Member	September 26, 2000
Ralph W. Phinney	Member	September 26, 2000
Beth Stewart	Member	September 26, 2000

District 4 - Colchester County (Colchester East Hants)

Garry V. Pye	Chair / Member	October 31, 2000
Krista Canning	Member	September 26, 2000
Reg Forbes	Member	January 30, 2001
Lloyd Gibbs	Member	September 26, 2000
Armand G. Goodick	Member	September 26, 2000
Joan Jamieson	Member	September 26, 2000
Ted F. Jordan	Member	September 26, 2000
Brian A. Knox	Member	September 26, 2000
Ancel Langille	Member	September 26, 2000
James Le Fresne	Member	September 26, 2000
David E. Mason	Member	September 26, 2000
Vernon A. McCully	Member	September 26, 2000
Irene C. Wotherspoon	Member	September 26, 2000

District 5 - Cumberland County

Bruce R. Saunders	Chair/Member	September 26, 2000
Jacqueline Beal	Member	September 26, 2000
Dora Fuller	Member	September 26, 2000
Beryl A. MacDonald	Member	September 26, 2000
Ruth Main	Member	September 26, 2000
Don Marshall	Member	September 26, 2000
Nancy McLelan	Member	September 26, 2000
Veronica Richards	Member	September 26, 2000
Ronald E. Scott	Member	September 26, 2000
Doris Soley	Member	September 26, 2000
Howard Spence	Member	September 26, 2000
Dr. Krystain M. Szczesny	Member	September 26, 2000

Health Authority Districts

District 6 - Pictou County

Harry Inder	Chair/Member	September 26, 2000
Nancy M. Clarke	Member	September 26, 2000
Nancy Fraser	Member	September 26, 2000
Janine Hagan	Member	September 26, 2000
Norman Lord	Member	September 26, 2000
James MacArthur	Member	September 26, 2000
J. Arthur MacDonald	Member	September 26, 2000
Kenneth P. Maclean	Member	September 26, 2000
Linda Muir	Member	September 26, 2000
William J. Palmer	Member	September 26, 2000
Robert E. Priske	Member	September 26, 2000
Richard B. Shaver	Member	September 26, 2000

District 7 - Antigonish/Guysborough/Strait-Richmond (Guysborough, Antigonish, Strait)

Colleen Cameron	Chair/Member	September 26, 2000
Honourable N. Robert Anderson	Member	September 26, 2000
Patricia M. Bates	Member	September 26, 2000
A. Kevin Beaton	Member	September 26, 2000
Wayne Boudreau	Member	September 26, 2000
Donald Dunbar	Member	September 26, 2000
Ann Gottschall	Member	September 26, 2000
Robert Humphrey	Member	September 26, 2000
Magdalen Lowe	Member	September 26, 2000
Sharon MacInnis	Member	September 26, 2000
William MacNeil	Member	September 26, 2000
Wendy Panagopoulos	Member	September 26, 2000

District 8 - Cape Breton

Donald J. Ferguson	Chair/Member	September 26, 2000
Norman R. Connors	Member	September 26, 2000
Mildred V. Evans	Member	September 26, 2000
M. Brenda Gillis	Member	September 26, 2000
Yvon J. LeBlanc	Member	September 26, 2000
Wayne J. MacAulay	Member	September 26, 2000
Dawn MacKeigan	Member	September 26, 2000
Paula McMullen	Member	September 26, 2000
Catherine Power	Member	September 26, 2000
Elaine Rankin	Member	January 30, 2001
Carolyn Toomey	Member	September 26, 2000
Dan Yakimchuk	Member	September 26, 2000
Jon Yipp	Member	September 26, 2000

Health Authority Districts

District 9 - Capital Region

Bruce V. McLaughlin	Chair/Member	September 26, 2000
Katherine Aucoin	Member	September 26, 2000
Anthony (Tony) Benson	Member	September 26, 2000
Linda M. Best	Member	September 26, 2000
Garnet Burns	Member	September 26, 2000
Elizabeth Cameron	Member	September 26, 2000
Joeanne Coffey	Member	September 26, 2000
Pamela Dean	Member	September 26, 2000
Karen Willis Duerden	Member	September 26, 2000
Peter M. Hart	Member	September 26, 2000
Dr. Ed Kinley	Member	September 26, 2000
Dr. Noni E. MacDonald	Member	April 24, 2001
James A. McAllister	Member	September 26, 2000
Dr. Mary F. Moriarty	Member	September 26, 2000
R. Blaine Pemberton	Member	September 26, 2000
Eve Wickwire	Member	September 26, 2000

Health Research Foundation - Nova Scotia

Dr. Hugh A. Gillis	Chair / Member	November 28, 2000
Brenda A. Montgomery	Vice Chair / Member	November 28, 2000
Dr. Carol Amaratunga	Member	November 28, 2000
Colleen Therese Elliott	Member	November 28, 2000
Jennifer Lynne Feron	Member	November 28, 2000
Dr. John Gainer	Member	November 28, 2000
Dr. Thomas G. Larder	Member	November 28, 2000
Brian D. MacDougall	Member	November 28, 2000
Harley G. Marchand	Member	November 28, 2000
Dr. Cynthia Mathieson	Member	November 28, 2000
Donna Meagher-Stewart	Member	November 28, 2000
Dr. Thomas A. Rathwell	Member	November 28, 2000

Nova Scotia Hospital

Mary Jane Andrews	Member	January 25, 2000
Anne M. Cogdon	Member	January 25, 2000
James Michael Murphy	Member	January 25, 2000
Alf F. Nielsen	Member	January 25, 2000
Dr. Eugene Nurse	Member	January 25, 2000
Lucy M. Reid	Member	January 25, 2000
Dr. Harvey Silverstein	Member	February 29, 2000

Nurses Association (Registered) of Nova Scotia - Board of Directors

Debra Boudreau	Member	August 29, 2000
Stephen G. Coughlan	Member	August 29, 2000
Dolores J. Porter	Member	April 25, 2000
Vincent Richman	Member	August 29, 2000
Brenda Sabo	Member	April 25, 2000
Brenda Thibedeau, RN	Member	April 25, 2000

Optometry - Board of Examiners

Dr. Michael H. Baird	Member	April 25, 2000
Dr. Judy Martin	Member	April 25, 2000
Dr. Timothy C. Winslade	Member	April 25, 2000

Pharmaceutical Society, Council of Nova Scotia

Cotter Oliver	Member	May 29, 2001

Physicians and Surgeons of Nova Scotia - Council of the College of

Dorothy A. Grant	Member	April 25, 2000
Allan Green, QC	Member	April 25, 2000
Gwen Haliburton	Member	April 25, 2000
Suzanne I. Jensen	Member	April 25, 2000
Dr. Thomas G. Regan	Member	April 25, 2000

Provincial Health Council

Tom Bird	Member	March 28, 2000
Leona R. Brown	Member	March 28, 2000
Harry J. Churchill	Member	November 28, 2000
Beverley Ruth Coulson	Member	March 28, 2000
Vivian Farrell	Member	March 28, 2000
John Hussey	Member	March 28, 2000
Mahmood A. Naqvi	Member	November 28, 2000
Mildred (Millie) Rosella Noiles	Member	November 28, 2000
Catherine A. Randall	Member	March 28, 2000
		November 28, 2000

Psychology, Board of Examiners

Dr. Douglas B. Cane	Member	June 27, 2000
Dr. Richard G. MacGillivray	Member	October 5, 1999
Dr. Darcy A. Santor	Member	June 27, 2000
Dr. Sherry Stewart	Member	June 29, 2001

Review Board under the Hospitals' Act

Debbie Adams	Member	April 24, 2001
E.A. Nelson Blackburn, QC	Member	June 29, 2001
William H.R. Charles, QC	Member	October 5, 1999
Dr. Patrick Flynn	Member	June 27, 2000
		June 29, 2001
Elaine Gibson	Member	June 29, 2001
Stephen Johnson	Member	April 24, 2001
Janine Kerr	Member	April 24, 2001
Ian (Tay) Landry	Member	April 24, 2001
Dr. Therese O'Neill	Member	June 29, 2001
Francine Vezina	Member	April 24, 2001

DEPARTMENT OF JUSTICE

Human Rights Commission - Nova Scotia

Ron K. Dawson	Commissioner	June 29, 2001
Carl S. Gannon	Commissioner	May 29, 2001
Beverley D. Johnson	Commissioner	May 29, 2001
Rima Majaess	Commissioner	May 29, 2001

Law Foundation of Nova Scotia - Board of Governors

John S. McFarlane, QC	Chairman	February 27, 2001

Legal Aid Commission - Nova Scotia

A. William Cox, QC	Director	May 30, 2000
Betty Josey	Director	May 30, 2000
J. Michael Kuna	Director	May 30, 2000
Vincent B. MacDonald	Director	May 30, 2000
R. Gordon Murray, QC	Director	July 25, 2000
Linda Pellerine	Director	May 30, 2000
Angus E. Schurman	Director	May 30, 2000

Police Commission, Nova Scotia

M. Jean Beeler	Chair / Member	March 27, 2001
Denise Mentis-Smith	Vice Chair / Member	March 27, 2001
Paul D. Gates	Member	March 27, 2001
M. Frances Hinton	Member	March 27, 2001
Dr. Daniel N. Paul	Member	March 27, 2001
Betty Thomas	Member	March 27, 2001

Police Commissioners - Municipal Boards

Amherst

John G. Kline	Member	April 24, 2001

Annapolis Royal

Edward W. Smith	Member	May 30, 2000

Bridgewater

Thomas J. Feindel	Member	May 30, 2000

Police Commissioners - Municipal Boards

Cape Breton Regional Municipality		
Victor J. Hanham	Member	May 30, 2000
Halifax Regional Municipality		
Max Wayne Hartley	Member	May 30, 2000
Kentville		
Harry F. Harmes	Member	May 30, 2000
Springhill		
John Mont	Member	May 30, 2000
Stellarton		
James P. Hood	Member	April 24, 2001
Truro		
Allan Bruce	Member	April 24, 2001
Police Review Board		
Orville Symonds	Member	June 29, 2001
Review Board under the Criminal Code		
Hon. William J (Bill) Grant	Chair	February 5, 2001
Dr. Syed Naveed Akhtar	Member	December 19, 2000
Peter Lederman	Member	February 27, 2001

DEPARTMENT OF NATURAL RESOURCES

Primary Forest Products Marketing Board - Nova Scotia

Walter MacAlpine	Chair / Member	March 28, 2000
Brent Silver	Vice Chair / Member-at-Large	May 29, 2001
A. Murray Anderson	Member	March 28, 2000
Loman Ayer	Member-at-Large	May 29, 2001
Lawrence K. Evans, QC	Alternate Member	March 28, 2000
Michael Gillis	Member	May 29, 2001
Doug Lees	Member-at-Large	May 29, 2001
Alex MacDonald	Member	May 29, 2001
Jonathan Porter	Alternate Member	March 28, 2000
Stephen Read	Alternate Member	March 28, 2000
John W. Roblee	Alternate Member	March 28, 2000
Russ Waycott	Member	March 28, 2000

Species-at-Risk Working Group

Dr. Tom Herman	Member	November 2, 1999
Marty L. Leonard	Member	November 2, 1999
Ruth E. Newell	Member	November 2, 1999
Fred W. Scott	Member	November 2, 1999
Liette Vassuer	Member	November 2, 1999

SERVICE NOVA SCOTIA AND MUNICIPAL RELATIONS
(Department of Business and Consumer Services and the Department of Municipal Relations)

Building Advisory Committee - Nova Scotia

Peter Greer	Chair	March 28, 2000
Richard Lind	Vice Chair	March 28, 2000
Ken Anderson	Member	March 28, 2000
David Bateman	Member	March 28, 2000
Robert Cormier	Member	March 28, 2000
Heather Robertson Corrigan	Member	March 28, 2000
David Ewart	Member	March 28, 2000
Ralph Ferguson	Member	March 28, 2000
Robert McLaren	Member	March 28, 2000
Dermot Mulrooney	Member	March 28, 2000
Leo Rovers	Member	March 28, 2000
Ed Thornhill	Member	March 28, 2000
Paula Webber	Member	March 28, 2000
Ozzie Wile	Member	March 28, 2000

Certified General Accountants Association of Nova Scotia

Gabrielle Morrison	Member	September 26, 2000

Embalmers & Funeral Directors - Board of Registration

H. David Brown	Member	September 26, 2000
Mark Stevens	Member	April 25, 2000
D. Wayne Weatherbee	Director	April 24, 2001

Municipal Finance Corporation - Nova Scotia

James E. Radford	Director	February 29, 2000

Public Accountants Board

Rena Langley, CGA, CA	Member	April 24, 2001
Robert F. Madden, CA	Member	April 24, 2001
J. Donald Samson, CA	Member	April 24, 2001

Real Estate Appraisers Association - Board of Directors

Valerie Folk	Member	January 25, 2000
A. Martin Smith	Member	January 25, 2000

Real Estate Commission - Nova Scotia

Charles R. Lorway	Member	September 26, 2000
Kent L. Noseworthy	Member	September 26, 2000
Judith A. Patterson	Member	September 26, 2000

Regional Assessment Appeal Courts

Central

Robert G. Cragg	Member	February 27, 2001
Gilles Deveau	Member	February 27, 2001
Lena M. Diab	Member	February 27, 2001
Kevin P. Downie	Member	February 27, 2001
David F. English	Member	February 27, 2001
Gavin Giles	Member	February 27, 2001
Shawna Hoyte	Member	February 27, 2001
David Snowden Johnson	Member	February 27, 2001
Frank MacDonald	Member	February 27, 2001
Paul Radford	Member	February 27, 2001
Kent W. Rodgers	Member	February 27, 2001
Peter Trask	Member	February 27, 2001
Maureen Walden	Member	February 27, 2001
Steven Zatzman	Member	February 27, 2001

Eastern

William Burke	Member	February 27, 2001
Carole F. Gillies	Member	February 27, 2001
Alexander W. Hudson	Member	February 27, 2001
James MacIntosh	Member	February 27, 2001
H. F. MacIntyre	Member	February 27, 2001
Steven K. O'Leary	Member	February 27, 2001
Wendy E. Wadden	Member	February 27, 2001

Northern

Ronald R. Chisholm	Member	February 27, 2001
Paul Drysdale	Member	February 27, 2001
David Mahoney	Member	February 27, 2001
J. Mark McCrea, QC, C. Med	Member	February 27, 2001

Southern

Patricia Colman	Member	February 27, 2001
James DiPersio	Member	February 27, 2001
Richard W.P. Murphy	Member	February 27, 2001
Clyde L. Nickerson	Member	February 27, 2001
Mark A. Taylor	Member	February 27, 2001

Regional Assessment Appeal Courts

Western

David Proudfoot	Member	February 27, 2001
Ronald B. Twohig, QC	Member	February 27, 2001

Residential Tenancies Board

Cape Breton & Victoria

Keith Anderson	Member	March 28, 2000
Elizabeth Nearing	Member	March 28, 2000

Halifax Regional Municipality

Jennifer Bankier	Member	January 25, 2000
Moira Ducharme	Member	January 25, 2000
Matthew E. Kerrigan	Member	January 25, 2000
Peter J. MacKeigan	Member	January 25, 2000
Gloria McCluskey	Member	January 25, 2000
Phyllis Thompson	Member	January 25, 2000
Jean V. Webb	Member	January 25, 2000
Elaine White	Member	January 25, 2000

Western Counties

Diane Fraser	Member	April 25, 2000
Russell Prime	Member	April 25, 2000

DEPARTMENT OF TOURISM AND CULTURE

Art Gallery of Nova Scotia - Board of Governors

Anne Bruce-MacNeil	Member	December 7, 1999
Peter Christmas	Member	September 26, 2000
Karen M. Cramm, MPA,MBA,FCA	Member	December 7, 1999
Constance M. Darby	Member	September 26, 2000
M. Camilla Farrell	Member	September 26, 2000
Fred S. Fountain	Member	December 7, 1999
Audrey M. Hanrahan	Member	December 7, 1999
Ann Kitz	Member	December 7, 1999
Dr. Srul T. Laufer	Honorary Member	September 26, 2000
Janet A. LeBrun	Member	September 26, 2000
Fred MacGillivray	Member	December 7, 1999
Sandra MacLennan	Member	December 7, 1999
Don A. MacVicar	Member	September 26, 2000
Lauchlin C. McKenzie, F.C.A.	Member	September 26, 2000
Robert J. Ojolick	Member	September 26, 2000
Martin J. Pink, Q.C.	Member	September 26, 2000
Gail Rudderham-Chernin	Member	December 7, 1999
Kay Stanfield	Member	December 7, 1999
Charlotte Wilson-Hammond	Member	September 26, 2000

Arts Council - Nova Scotia

Linda Carvery	Member	May 29, 2001
Eric Favaro	Member	May 29, 2001
W.L. Jollimore	Member	May 29, 2001
Marilyn MacDonald	Member	May 29, 2001
Alan Syliboy	Member	May 29, 2001

Gaelic College Foundation - Board of Governors

Mary Jane Lamond	Governor	September 26, 2000
Lewis MacKinnon	Governor	February 27, 2001
G. Joseph MacNeil	Governor	September 26, 2000
Geoffrey May	Governor	September 26, 2000
Kenneth Verner	Governor	February 27, 2001
Jim Watson	Governor	September 26, 2000

Heritage Property Advisory Council

Peter Crowell	Chair/ Member	September 26, 2000
Janet Maltby	Vice Chair / Member	September 26, 2000
Gordon L. Graham	Member	September 26, 2000
Allen Robertson	Member	September 26, 2000
Mark Sajatovich	Member	September 26, 2000
Peter Sheehan	Member	September 26, 2000
Wanda Szubielski	Member	September 26, 2000

Museum Nova Scotia - Board of Governors

Dr. Peter J. Christmas	Member	December 7, 1999

Peggy's Cove Commission

Murray Garrison	Chair / Member	May 29, 2001
Darrell C. Fralick	Member	May 29, 2001
Becky Mason	Member	May 29, 2001

Public Archives - Board of Trustees

Anne M. Crossman	Member	April 25, 2000
Duncan Francis Gould	Member	April 25, 2000
Robert P. Harvey	Member	August 29, 2000
Alexander Hebert MacDonald	Member	April 25, 2000
Dr. Peter L. Twohig	Member	April 25, 2000

Sherbrooke Restoration Commission

Jacqueline Dort	Commissioner	April 24, 2001
Judith F. Jollota	Commissioner	April 24, 2001
Barbara Jordan	Commissioner	November 28, 2000
Gordon Steedman	Commissioner	November 28, 2000

Shubenacadie Canal Commission

James L. Harrison	Commissioner	May 29, 2001
Peter Harrison	Commissioner	May 29, 2001
Maurice E. Lloyd	Commissioner	May 29, 2001

Youth Advisory Council

Amanda Cherpak	Member	October 31, 2000
Sarah Hines	Member	October 31, 2000
Myra Hyland	Member	October 31, 2000
Mary Ruth Vassallo	Member	October 31, 2000
Karen Wong	Member	October 31, 2000
Jeffrey M. Yurchesyn	Member	October 31, 2000

DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS

Halifax - Dartmouth Port Development Commission

James Powell	Member	March 28, 2000

NOT APPROVED

DEPARTMENT OF AGRICULTURE AND FISHERIES

Farm Loan Board

Donald Sproule	Vice Chair	(October 31, 2000)

DEPARTMENT OF EDUCATION

Acadia University - Board of Governors

A. William Cox	Member	(September 26, 2000)
Janet Kirk	Member	(September 26, 2000)
Dr. Thomas Raddall	Member	(September 26, 2000)
Ronald Smith	Member	(September 26, 2000)

DEPARTMENT OF ENVIRONMENT AND LABOUR

Occupational Health and Safety Advisory Council

Rob Wells	Member (Employee) **Subsequently Approved**	(January 25, 2000) **February 29, 2000**

STOOD

DEPARTMENT OF AGRICULTURE AND MARKETING

Fisheries and Aquaculture Loan Board

Martin Cottreau	Chair **Subsequently Approved**	(April 25, 2000) **May 30, 2000**

DEPARTMENT OF ENVIRONMENT AND LABOUR

Occupational Health and Safety Appeal Panel

Robert Wells	Member (Employee Representative) **Subsequently Approved**	January 25, 2000 **February 29, 2000**

WITHDRAWN

DEPARTMENT OF ECONOMIC DEVELOPMENT

Film Development Corporation Board - Nova Scotia

Howard Hutton	Director	(March 28, 2000)

DEPARTMENT OF ENVIRONMENT AND LABOUR

Workers' Compensation Board

Innis Christie	Chair / Member	(May 29, 2001)

DEPARTMENT OF JUSTICE

Legal Aid Commission - Nova Scotia

Brent H. Silver	Director	(May 30, 2000)

SUB-COMMITTEE ON

HUMAN RESOURCES

SUB-COMMITTEE ON HUMAN RESOURCES **(For supplementary documentation see Appendix .....)**

INTRODUCTION

Early in the new government's mandate, the Premier stated that in addition to the new screening panels, the Chairman of the Human Resources Committee would be given the opportunity to change the Committee's mandate in order to provide Committee members with additional information concerning the applicants that applied for the position on Agencies, Boards and Commissions. In order to achieve consensus for changes to the Committee's mandate and to protect the confidentiality and privacy of the individual applicants, a Sub-Committee was formed. When struck in March of 2000, the Committee membership was as follows:

Dr. Mark Parent - Chairman
Kings North

Mr. Tim Olive, MLA
Dartmouth South

Mr. Don Downe, MLA - Vice Chairman
Lunenburg West

Ms. Eileen O'Connell, MLA
Halifax - Fairview

There were a number of changes made to the Sub-Committee membership from March 21, 2000 until the end of October 2001. The changes to the membership were as follows:

Ms. Eileen O'Connell, MLA was replaced by;

Mr. Darrell Dexter, MLA
Dartmouth - Cole Harbour

Mr. Darrell Dexter, MLA was replaced by;

Mr. Graham Steele, MLA
Halifax - Fairview

Mr. Don Downe, MLA was replaced by;

Dr. Jim Smith - Vice Chairman
Dartmouth East

Dr. Mark Parent, MLA was replaced by;

Mr. Kerry Morash, MLA - Chairman
Queens

PROCEDURES AND OPERATIONS

The Human Resources Sub-Committee met a number of times in order to deal with possible changes to the Committee's mandate. All Sub-Committee meetings were held in-camera. The Sub-Committee met on the following dates:

Tuesday, March 21, 2000
Thursday, April 18, 2000
Tuesday, June 27, 2000
Tuesday, October 17, 2000
Tuesday, December 19, 2000
Tuesday, January 30, 2001
Tuesday, February 27, 2001
Tuesday, March 27, 2001
Tuesday, October 30, 2001

PROGRESS

The Sub-Committee met a number of times to discuss possible changes. A draft report was written, but in the end no consensus could be reached among the Sub-Committee members. On October 30, 2001, the Sub-Committee determined that it would meet, on an as-needed basis, when matters were referred to it by the full Committee.

STATEMENT OF SUBMISSION

STATEMENT OF SUBMISSION

All of which is respectfully submitted to the
House of Assembly this 24th day of September, 2002

Jon Carey, MLA
Chairman

I concur

Ron Chisholm, MLA

I concur

Richard Hurlburt, MLA

I concur

Mary Ann McGrath, MLA

I concur

Kerry Morash, MLA

I concur

Maureen MacDonald, MLA

I concur

Graham Steele, MLA

I concur

Dr. Jim Smith, MLA
(Vice Chairman)

I concur

Brian Boudreau, MLA

APPENDICES

APPENDICES

The *Province of Nova Scotia Rules and Forms of Procedures of the House of Assembly* are published by the Legislative Counsel's Office. Excerpts from the Rules and Procedures that determine the mandates of the Standing Committees of the House of Assembly can be located at the following web-site address;

http://www.gov.ns.ca/legislature/legc/~rules.htm

Excerpts:

Rules and Forms of Procedure
of the House of Assembly

The *Rules and Forms of Procedure* of the House of Assembly govern the proceedings of the House of Assembly and its committees. The present Rules were adopted by the House of Assembly on May 26, 1980, and were last amended on May 21, 1998. Rule 11 was suspended by Resolution No. 2 (August 20, 1999) for the duration of the 58th General Assembly. The Rules are produced by the Office of the Legislative Counsel.

COMMITTEES

Striking Committee

60 (1) At the commencement of the first Session of each Assembly, a Special Committee, consisting of five Members, shall be appointed, whose duty it shall be to prepare and report with all convenient speed, listings of Members to compose the Standing Committees of the House for each Assembly, for the following purposes:

1. Internal Affairs;
2. Law Amendments;
3. Private and Local Bills;
4. Public Accounts;
5. Economic Development;
6. Human Resources;
7. Community Services;
8. Resources;
9. Veterans Affairs.

1987 R. 60(1); am. 1993.

Functions of Standing Committees

(2) For greater certainty,

(a) the Internal Affairs Committee is established for the purpose of considering rules, privileges, procedures, matters relative to the Legislative Library and Members amenities and like matters;

(b) the Public Accounts Committee is established for the purpose of reviewing the public accounts, the annual report or other report of the Auditor General and any other financial matters respecting the public funds of the Province;

(ba) the Economic Development Committee is established for the purpose of considering matters normally assigned to or within the purview of the Nova Scotia Economic Renewal Agency and the Minister responsible for the Agency and the Department and Minister of Transportation and Public Works and matters relating to the Technology and Science Secretariat;

(c) the Human Resources Committee is established for the purpose of

(i) considering matters normally assigned to or within the purview of the Departments and Ministers of Education and Culture and of Labour,

(ii) reviewing and approving or not approving candidates for appointment to agencies, boards or commissions where the Governor in Council has, pursuant to an enactment, the sole discretion to make the appointment or where the Governor in Council makes the appointment by choosing from a list of nominees provided to the Governor in Council pursuant to an enactment,

(iii) reviewing and approving or not approving ministerial appointees to agencies, boards or commissions where, pursuant to an enactment, Governor in Council approval is not required, and

(iv) for purposes of greater clarity and certainty, the Committee shall be guided by the terms of reference set out herein and which form part of this Rule;

Terms of Reference in Reviewing Agency, Board and Commission Appointments:

1. Where Governor in Council approval is required for an appointment to an Agency, Board or Commission, after consideration by Executive Council of a person recommended for appointment to an Agency, Board or Commission, the Clerk of the Executive Council shall submit the name of the person to the Human Resources Committee, on Form "A" (attached).

2. Prior to making a Ministerial appointment to an Agency, Board or Commission for which Governor in Council approval is not required, a Minister shall submit the name of the proposed appointee to the Executive Council for consideration. Where the Executive Council recommends the name, the Clerk of the Executive Council shall submit the name of the person to the Human Resources Committee.

3. Committee members shall review the name submitted for approval having regard to qualifications of the individual, affirmative action concerns and, where relevant, the regional representativeness of the Agency, Board or Commission.

4. The purpose of the Committee review is not to replace the function of Government Departments and Ministers in making appointments. Its function is to approve or not approve of the name before it, not to consider or recommend alternative names for appointments.

5. The following appointments shall not be submitted to the Human Resources Committee for review:

(a) appointments of provincial public or civil servants by virtue of their employment (i.e. the Deputy Minister of Finance is an unpaid member of the Lotteries Commission);

(b) candidates selected by an open competition and selection process or peer review (i.e. Provincial Judges selected by the Judicial Appointments Committee or employees of Agencies, Boards or Commissions);

(c) candidates recommended for appointment to self-regulatory bodies who are elected or recommended by the body (i.e. Nova Scotia Medical Society);

(d) candidates recommended for appointment to Hospitals and Universities where the candidate is recommended by the Board of Governors or Directors of the Institution.

6. The Committee may interview a recommended candidate where a majority of members support a motion to interview a particular recommended candidate.

7. The Committee shall not hear submissions or representations from anyone not a member of the Committee.

8. Meetings of the Committee shall be open to the public unless the Committee by majority vote determines to meet in camera.

9. The Committee shall meet at least once a month every month of the year irrespective of whether the House of Assembly has been prorogued.

10. The committee shall approve or not approve recommended candidates on the basis of a simple majority.

11. The Committee shall make recommendations with respect to every name submitted by Executive Council on the day it appears on the agenda unless a majority of members agree to defer a recommendation to the next meeting.

12. Recommendations of the Committee shall be accepted by the Executive Council and the Minister responsible for the appointment.

13. The agenda for meetings and a list of recommended candidates and Form "A" will be provided to all members one week in advance.

FORM "A"

RECOMMENDED APPOINTMENT TO AGENCY, BOARD OR COMMISSION

Name of Agency, Board or Commission

Title of Position for Appointment

Authority for Appointment (please cite statute, regulation, etc., by title and refer to relevant section)

Particulars of Recommended Appointee

Name:

Address:

Telephone: Business

Residence

Other (fax, cottage, car: please specify)

Nature Of Duties (Brief description)

Qualifications [Refer to expertise and representation (i.e. culture, gender, ethnic, regional) required for position and specific qualifications of recommended appointee. Attach resume, if available.]

Current composition of Agency/Board/Commission: where relevant, gender, regional representation etc., experts or persons with experience similar to the applicant.

If Candidate for appointment has been nominated by an organization, please indicate details.

If request is for Governor in Council approval of appointment made by another organization, please indicate details.

Term of Appointment

Length

Beginning

Time Commitment Expected (Number and duration of meetings, etc.)

Remuneration (Specify whether already set or new recommendation)

This appointment is recommended, subject to the approval by the Human Resources Committee.

Date *Minister*

This appointment is recommended subject to approval by the Human Resources Committee of the House of Assembly.

Date *Executive Council*

This appointment is

approved by the Human Resources Committee of the House of Assembly.

Date *Chair*

(d) the Community Services Committee is established for the purpose of considering matters normally assigned to or within the purview of the Departments and Ministers of Business and Consumer Services and of Municipal Affairs and matters relating to the Human Rights Commission and the Nova Scotia Sport and Recreation Commission;

(e) the Resources Committee is established for the purpose of considering matters normally assigned to or within the purview of the Departments and Ministers of Agriculture and Marketing, of the Environment, of Fisheries and of Natural Resources. 1987 R. 60(2); am. 1993; am. 1996.

Chairman of Public Accounts Committee

(3) The Chairman of the Public Accounts Committee shall be the member chosen at the commencement of the first Session of each Assembly by the Opposition House Leader from among such Members of the Committee as are Members of the Official Opposition. 1993 R. 60(3).

Posting of list of Standing Committees

(4) The Clerk of the House shall cause to be affixed in some conspicuous part of the lobbies of the House a list of the several Standing Committees appointed during each Assembly. 1955 R. 52(2) am.; 1980 R. 60(3); am. 1987; am. 1993.

Limitation on number of Members

(5) No Standing Committee of the House shall consist of more than nine Members. 1987 R. 60(5).

Minister not on Committee

(5A) With the exception of the Attorney General, who shall serve as Chairman of the Law Amendments Committee, no Minister shall be appointed to a Standing Committee established for the purpose of considering matters normally assigned to or within the purview of that Minister or that Ministers Department. 1987 R. 60(5A).

List of members

(5B) Notwithstanding anything contained in these Rules, at the beginning of each Session the House Leader of each party shall provide to the Chairman of the Special Committee a list of members from that party who are to be members of the Standing Committees of the House from that party and the members of Select and Special Committees, if any. 1993 R. 60(5B).

Substitution for committee member

(5C) Notwithstanding anything contained in these Rules, where a member of a Standing, Select or Special Committee, including the Committee on Assembly Matters, is not able to attend a meeting of the Committee, another member of the same party may be substituted for that member by the substituted member attending the meeting. 1993 R. 60(5C); 1995 R. 60(5C).

Replacement of committee member

(5D) Notwithstanding anything contained in these Rules, the member of a Standing, Select or Special Committee, including the Committee on Assembly Matters, may be replaced by another member of the same party by the House Leader of the members' party tabling a notice to that effect and filing a copy of the notice with the Clerk and the Chair of the Committee. 1995 R. 60(5D).

Quorum of Committee

(6) A majority of the number of Members appointed to compose a Select or Standing Committee shall constitute a quorum unless the House shall otherwise order. 1955 R. 52(4) am.; 1980 R. 60(5); am. 1987.

Voting in Committees

61 (1) *All Questions before Committees shall be decided by a majority of voices, including the voice of the Chairman, and whenever the voices are equal the Chairman shall have a second or casting vote. 1955 R. 53 am.; 1980 R. 61(1).*

Appeal to House from Committee decision

(2) *All decisions of the Committee may be appealed to the House and such appeal shall be dealt with without debate. 1980 R. 61(2).*

STANDING COMMITTEE ON HUMAN RESOURCES

GUIDELINES

1. Name of candidate.

2. Name of Agency, Board or Commission (ABC) and the function of the ABC.

3. What qualifications are necessary to be a member of this ABC?

4. In what respect does this candidate satisfy the qualifications described in question #3?

5. Does the ABC currently meet the affirmative action and gender equality policies of the government?

6. What is the current remuneration for this position on the ABC?

7. If the current remuneration is under review, what was the last known remuneration for this position?

8. If the answer to question #6 is $100 or more per day, a current resume or CV of the applicant must be attached to this form!

** Please note that the information reviewed on any resume or CV will be completed by the Committee "in-camera" and not released to the media excepting that should the applicant be the successful candidate to the position on the ABC. If successful the resume will be open to public scrutiny.

9. Was this vacant position advertised within the last 12 months? Please describe in detail when the ad was published and where these advertisements occurred.

10. How many responses came from the advertisements?

11. Was this person solicited to apply for this position?

12. If applicable, list any special circumstances that the Department feels the Committee should be aware of when considering this appointment. (Letters from the minister or ABC can be attached)

13. **It is my opinion as the Minister responsible for the ABC that from the candidates who applied to the position this is the best qualified person to carry out the duties of this position.**

_____ _____

Date **Signature**

Please note that not applicable (n/a) is not considered to be an answer to any of the above questions.

Please note that these guidelines may have what some would view as similar information to that contained on the Form "A", however, if both the guidelines and the Form "A"s are not filled out in their entirety, the Standing Committee on Human Resources will not approve the appointment.

AFFIRMATIVE ACTION POLICY

The Province of Nova Scotia is committed to achieving workplace equality in the Civil Service through a mandatory Affirmative Action Policy which ensures equality of opportunity in hiring and in accessing employment opportunities within the Civil Service of Nova Scotia.

The Affirmative Action Policy:

- promotes equality in the workplace for aboriginal persons, blacks and other racially visible persons, persons with disabilities and women;
- takes positive steps to ensure that designated groups are represented in all positions and at all levels of the Civil Service to no less than the same extent they are represented in the general population;
- removes barriers to employment and advancement in the Civil Service for the designated groups by overcoming the effects of historic and systemic discrimination.

Through this mandatory Affirmative Action Policy, the Province of Nova Scotia, in consultation with the Nova Scotia Government Employees Union, is committed to redress historic and continuing discrimination, whether conscious or systemic, and to achieve social justice, dignity and fairness in employment for all Nova Scotians.

POLICY GUIDELINES

To bring about equality in the Civil Service:

- A profile of the workforce, with respect to the designated groups will be maintained. This profile will be used to compare the representation of the designated groups in the Civil Service with their representation in the Nova Scotia labour force and in the general population.
- Each department of government will develop an action plan to address existing inequities with respect to employees from the designated groups. This plan will include quantitative and qualitative goals and a reasonable timetable for reaching these goals. The results of this plan will be submitted on an annual basis to the Deputy Minister of Human Resources

- A barriers analysis/employment systems review will identify and remove barriers to employment and promotion for members of the designated groups. This review will examine the written and unwritten, formal and informal policies, procedures, contracts, forms, collective agreements, benefit plans and legislation to determine where systemic discrimination occurs.

- Communication and education initiatives will ensure that all levels of the Civil Service understand the Affirmative Action policy and program and their roles in ensuring an equitable workplace.

RESPONSIBILITIES AND ACCOUNTABILITIES

While the Department of Human Resources is responsible for ensuring that procedures for affirmative action are in place, the responsibility and accountability for effective implementation and results lies with Deputy Ministers and heads of Agencies, Boards and Commissions.

The Minister of Human Resources shall:

- keep the Executive Council advised of affirmative action policy and programs;

- table affirmative action progress for the previous fiscal year annually in the Legislature;

- provide for and make necessary changes to policies and procedures to eliminate barriers to the employment and promotion of members of the designated groups.

The Deputy Minister of Human Resources shall:

- consult with the Affirmative Action Joint Committee which will include representatives of the Department of Human Resources and the Nova Scotia Government Employees Union. This Committee will advise the Deputy Minister on matters pertaining to affirmative action issues, policy, programs and procedures.

- collect, maintain and analyze data on the representation of the designated groups in the Civil Service.

- appoint a review committee consisting of representatives of the Department of Human Resources and the Nova Scotia Government Employees Union with a clear mandate to review departmental action plans, monitor results and make recommendations for changes and additions to the appropriate departmental Deputy Ministers

- review and approve affirmative action plans submitted by departments, taking into consideration the Committee's recommendations.

- develop and update hiring policies, procedures and practices to ensure fair and equitable access to employment and promotion for members of the designated groups
- provide assistance and support to departments in the development and implementation of action plans
- develop communications/education/training related to affirmative action
- prepare an annual report on the progress of affirmative action
- consult with the Nova Scotia Government Employees Union in relation to the implementation of the Affirmative Action Policy.

Deputy Ministers, Heads of Boards, Agencies and Commissions shall:

- be accountable and responsible for the implementation and results of affirmative action in their departments
- provide ongoing communication in support of affirmative action within their departments
- develop a three year action plan in accordance with the "Guidelines to Goals and Timetables"
- submit a completed action plan annually to the Deputy Minister of Human Resources
- ensure that the action plan is implemented, and monitor the results of this plan
- annually submit a report on the progress of the action plan to the Deputy Minister of Human Resources.

Department of Human Resources
March, 1996

Nova Scotia

Executive Council

Office of the Clerk of the
Executive Council

One Government Place
PO Box 2125
Halifax, Nova Scotia
B3J 3B7

902 424-5970
Fax 424-0667

January 6, 1994

Honourable J. William Gillis
Minister
Department of Justice
4th Fl. 5151 Terminal Road

Dear Mr. Gillis:

RE: APPOINTMENT OF COMMISSIONER OF OATHS

The Human Resources Standing Committee of the House of Assembly asked that you be advised of the unanimous view of the members that there is no need for this Committee to review appointments of Commissioners of Oath. Members expressed the view that these appointments are largely a function of employment, and arms length to Government policy making and implementation. As the Minister responsible for appointment of Commissioners of Oath, the Committee requests that you recommend to the Minister responsible for Human Resources that Rule 60 of the House of Assembly be amended so as to delete these appointments from those to be reviewed by the Human Resources Committee.

Yours very truly,

Alison Scott

Alison W. Scott
Clerk of the
Executive Council

cc: Mrs. L. O'Connor
All other committee members
Mora Stevens

Legislative
Committees Office
House of Assembly
Nova Scotia

3rd Floor, Dennis Building
1740 Granville Street
PO Box 2630, Station M
Halifax, Nova Scotia
B3J 3N5

Ms. Alison Scott
Executive Council Office
6th Floor, One Government Place
1700 Granville Street
Halifax, Nova Scotia
B3J 3B7

Tuesday, November 2, 1999

Dear Ms. Scott,

In my capacity as Chairman of the Standing Committee on Human Resources, I have been asked to write to you and request information concerning the new citizens committees that are being formed in each of the various departments.

The Human Resources Committee would like copies of the mandate and the terms of reference for these citizens committees as well as the criteria required to be considered for a position on the aforementioned committee. We would also request the membership lists of all of the citizens committees.

Please send this information to the Legislative Committees Office as soon as possible so that it can be distributed to committee members. Thank you for your cooperation in this matter.

Sincerely,

Mark Parent

Mark Parent, MLA
Member - Kings North
Chairman
Standing Committee on Human Resources

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NOVA SCOTIA

Appointments Process Improved
Premier's Office
September 10, 1999

The provincial government is making changes to improve and add accountability to the selection process for appointees to agencies, boards and commissions.

"The purpose of the new structure is to ensure the best candidates are selected in a fair and equitable manner to serve their province," said Premier John Hamm on Friday.

Kings North MLA Mark Parent has been nominated by the premier, and forwarded to the House Striking Committee, to serve as chair of the legislature's Human Resources Committee, which reviews these appointments.

"The most critical aspect of making the committee work will be the committee members themselves," said Premier Hamm. "I expect all of them to work together in selecting Nova Scotians of quality and integrity for public service."

The proposed new structure is a two-pronged approach: a new screening process for applicants; and, by agreement of the committee members, a new process for sharing information about applicants.

In keeping with established precedent the composition of the nine-member committee will reflect the seat representation following the last provincial election: five Progressive Conservatives, two Liberals and two New Democrats.

The procedure for identifying interested applicants by means of public advertisements and the guidelines for those who do apply won't change. However, a new screening mechanism will be put in place.

A panel appointed by the appropriate minister will evaluate applicants based on criteria such as experience, technical expertise, public advocacy, community involvement, and when applicable gender, cultural, linguistic or ethnic background.

The panel will recommend qualified candidates to the appropriate minister who will select the nominee for submission to cabinet and then on to the Human Resources Committee for final approval.

"Our review indicates the screening panel is in place and works well in several other provinces," the premier said. "Only the names of those qualified will go to the minister."

In addition to the new panel, the Human Resources Committee chairman will also be given a mandate to seek the co-operation of committee members in agreeing to a process that will provide members with additional information when necessary.

"Most of these positions are filled without dispute," said the premier. "The need for additional information arises on a few

rare occasions and the chairman should have the authority to deal with that."

With the agreement of the committee members to protect the privacy of those not nominated by the minister, the names of other qualified applicants may be provided to committee members on a confidential basis for information purposes.

"In the final analysis the integrity of the process will only be as great as that of the committee members themselves," said Premier Hamm.

-30-

CONTACT: Rob Batherson
Premier's Office
902-424-6601
E-mail: batherrk@gov.ns.ca

ram September 10, 1999 1:02 p.m.

Nova Scotia
The Executive Council Office
Secretary to the Executive Council

One Government Place
PO Box 2125
Halifax, Nova Scotia
B3J 3B7

Bus 902 424-6611
Fax 902 424-0667

November 3, 1999

Mr. Mark Parent, MLA
Chair
Standing Committee on Human Resources
Legislative Committees Office
3rd Floor, Dennis Building
1740 Granville Street
Halifax, Nova Scotia

Dear Mr. Parent:

RE: Departmental Screening Panels for ABC's

Thank you for your letter of November 2, 1999.

Screening panels are to be in place for each department. The panels are to be comprised of private sector individuals who are representative of stakeholder groups or experts in particular fields of interest to departmental ABCs. The panels are modelled on the judicial selection committee in place at the Nova Scotia Department of Justice and the federal judicial selection committee. Panels will be in place in all departments by the end of the week.

The names of individuals on the panels are suggested by departmental staff in each department who are knowledgeable of the needs of the department's ABCs. The names were approved by the respective minister. Screening panels will be assisted by human resource staff in each department. The screening panel members are paid expenses only.

Presently, whenever an appointment is submitted to the Human Resources Committee for approval, the selection criteria for appointment is determined by staff of the department and forwarded to the H.R. Committee. The screening panels will review the applications for appointment in light of the selection criteria for each ABC and determine qualified candidates on the basis of the criteria. The candidates are not ranked against each other but are reviewed for qualifications to perform the duties required of a member of each particular ABC. The list of qualified candidates for each ABC will be forwarded to the minister who will select appointees from the list. The usual appointment process is then followed.

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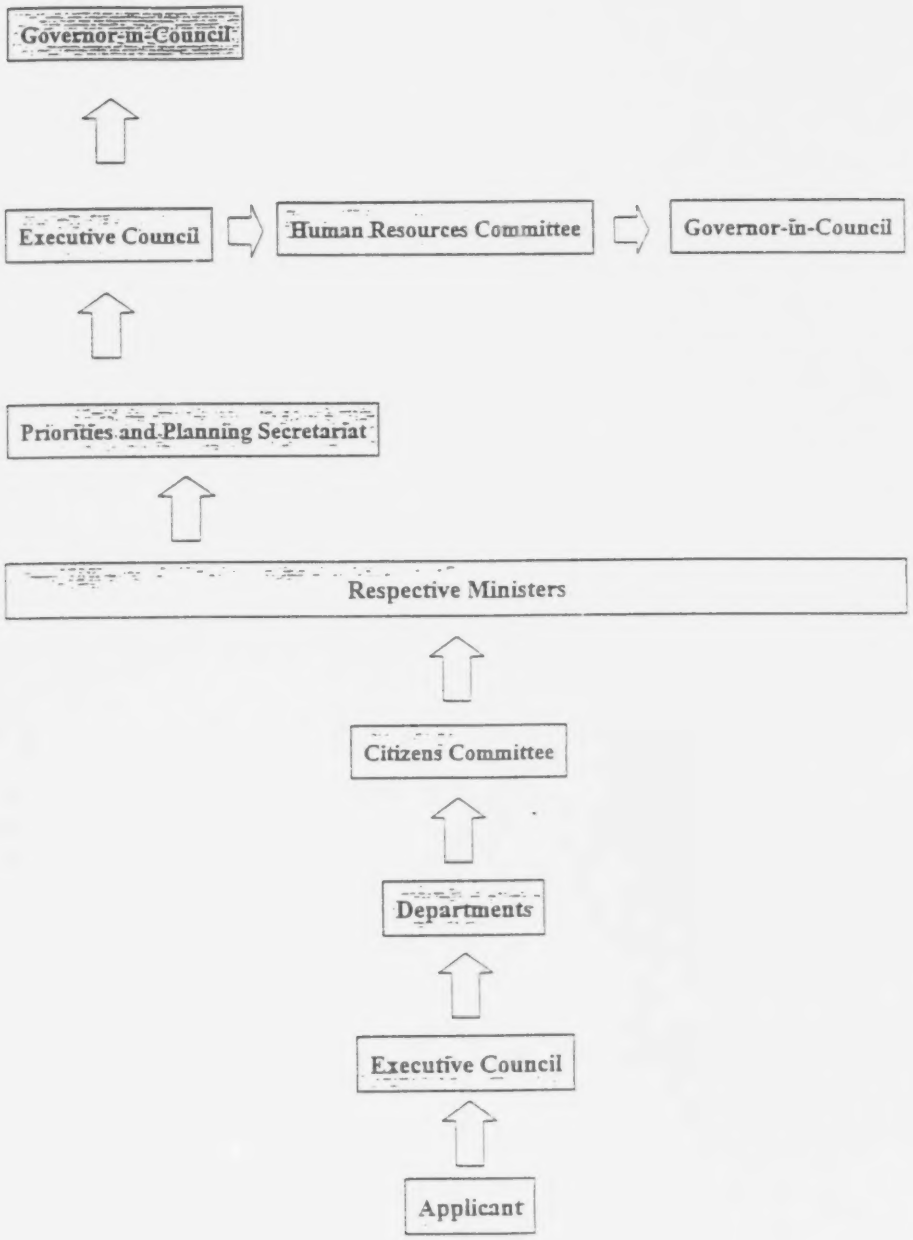
Mr. Mark Parent, MLA
November 3, 1999
Page 2

The work of the screening panels will vary by department. Some departments have only one board, while other departments have a number. The departments may add to the screening panels as needed to address the needs of the panel to effectively carry out their work. Panels have been determined for all but three government departments. I expect those departments to report with the names of panel member within the next couple of days.

Finally, you may be interested to know that as a result of the recent advertisement calling for applications to the Province's ABCs, approximately two thousand applications have been received by this office. The names of applicants will be sent to the departments within the week, and panels can then begin their work.

Yours truly,

Alison W. Scott
Secretary to the Executive Council


Governor-in-Council
Executive Council
Human Resources Committee
Governor-in-Council
Priorities and Planning Secretariat
Respective Ministers
Citizens Committee
Departments
Executive Council
Applicant

Legislative
Committees Office
House of Assembly
Nova Scotia

3rd Floor, Dennis Building
1740 Granville Street
PO Box 2630, Station M
Halifax, Nova Scotia
B3J 3N5

Ms. Alison Scott, QC
Executive Council Office
6th Floor, One Government Place
1700 Granville Street
Halifax, Nova Scotia
B3J 3B7

Friday, January 7, 2000

Dear Ms. Scott,

In my capacity as Chairman of the Standing Committee on Human Resources, I have been asked to write to you and request additional information concerning the new citizens' panels that are being formed in each of the various departments. The Committee would like to request copies of the following documents;

1. Mandate of the screening panels;
2. Copies of the criteria required to be considered for a position on a screening panel;
3. Detailed description of the role of both the Department, Minister and/or Cabinet in choosing screening panel members;
4. Terms of appointment for the screening panels;
5. Terms of reference for the screening panels;
6. Any updates on the screening panel members' biographies. More extensive biographies with greater details concerning panel members' educational and employment history.

Please send this information to the Legislative Committees Office as soon as possible so that it can be distributed to committee members. Thank you for your cooperation in this matter.

Sincerely,

Mark Parent, MLA
Member - Kings North
Chairman
Standing Committee on Human Resources

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Legislative
Committees Office
House of Assembly
Nova Scotia

3rd Floor, Dennis Building
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PO Box 2630 Station M
Halifax, Nova Scotia
B3J 3N5

Ms. Alison Scott, QC
Executive Council Office
6th Floor, One Government Place
1700 Granville Street
Halifax, Nova Scotia
B3J 3B7

Friday, January 7, 2000

Dear Ms. Scott,

In my capacity as Chairman of the Standing Committee on Human Resources, I have been asked to write to you and request information on the government's policy concerning conflict of interest of the screening panel members.

The Committee has expressed concern on three primary issues;

1. Can an individual member of a screening panel apply for a position on an Agency, Board or Commission within the purview of the panel that they are a member of;

2. If so, is there a policy by which the member can excuse themselves from the screening panel process;

3. Can an individual member of a screening panel apply for a position on an Agency, Board or Commission that is under the purview of another screening panel.

Please forward this information to the Legislative Committees Office as soon as possible so that it can be distributed to committee members. Thank you for your cooperation in this matter.

Sincerely,

Mark Parent, MLA
Member - Kings North
Chairman
Standing Committee on Human Resources

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The Executive
Council Office
Secretary to the Executive Council
Nova Scotia

One Government Place
PO Box 2125
Halifax, Nova Scotia
B3J 3B7

Bus 902 424-6611
Fax 902 424-0667

January 10, 2000

Mr. Mark Parent, MLA
Chair
Standing Committee on Human Resources
Legislative Committees Office
3rd Floor, Dennis Building
1740 Granville Street
Halifax, Nova Scotia

Dear Mr. Parent:

Thank you for your letter of January 7, 2000. I enclose for your information a document I prepared for departmental staff to assist in the setting up and operation of screening panels.

In answer to the specific questions raised in your letter of January 7, 2000:

1. The mandate of screening panels is to establish a mechanism to determine qualified candidates for appointment to agencies, boards and commissions ("ABC's"), to assist ministers in the selection of qualified candidates to fill vacancies on ABC's.

2. The criteria for appointment to a screening panel is set out at page 3 of the attached document. For your convenience, it reads as follows:

   Screening panel members are selected by ministers on the basis of experience in the area of concern of the department, having regard to expertise, regional representation, gender, racial and other affirmative action considerations. Departmental staff assists the minister in recruiting screening panel members, having regard to the experience in the area of concern of the department, having regard to expertise, regional representation, gender, racial and other affirmative action considerations.

3. Each department is responsible to set the terms of appointment for screening panel members. From discussions with departmental staff, no appointment is greater than for a three year period, and I understand many panels have staggered appointments to ensure continuity as terms expire.

.../2

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4. The terms of reference for screening panels are as set out in the attached document.

5. I have not received any update on biographies of screening panel members. You have the most recent information available to me, as presented at the last meeting of the Human Resources Committee.

If I can be of further assistance, please advise.

Yours truly,

Alison Scott
Secretary to the Executive Council

Encl.

Appointments to Agencies, Boards and Commissions
- The Screening Panel Process-

(I) Appointments reviewable by the Human Resources Committee

Because screening panels were set up to screen applicants for appointment to Agencies, Boards and Commissions (ABC's) where the Human Resources Committee review is required, it is useful to consider the mandate and operation of the Human Resources Committee of the House of Assembly, before discussing screening panels.

The Human Resources Committee ("HR Committee") is a standing committee of the House of Assembly, established by Rule 60 (2)(c). Its purpose as it relates to ABC appointments is described in 60 (2) (ii)&(iii):

(c) the Human Resources Committee is established for the purpose of:

(ii) reviewing and approving or not approving candidates for appointment to agencies, boards or commissions where the Governor in Council has, pursuant to an enactment, the sole discretion to make the appointment or where the Governor in Council makes the appointment by choosing from a list of nominees provided to the Governor in Council pursuant to an enactment,

(iii) reviewing and approving or not approving ministerial appointees to agencies, boards or commissions where, pursuant to an enactment, Governor in Council approval is not required,

Rule 60 (2) (ii) makes all Governor in Council appointments to ABC's reviewable by the HR Committee. Rule 60 (2) (iii) makes all ministerial appointments reviewable by the HR Committee. The Terms of Reference, Section 5, establish the exemptions from HR Committee review:

5. The following appointments shall not be submitted to the Human Resources Committee for review:

(a) appointments of provincial public or civil servants by virtue of their employment (i.e. the Deputy Minister of Finance is an unpaid member of the Lotteries Commission);

(b) candidates selected by an open competition and selection process or peer review (i.e. Provincial Judges selected by the Judicial Appointments Committee or employees of Agencies, Boards or Commissions);

(c) candidates recommended for appointment by self regulatory bodies who are elected or recommended by the body (i.e. Nova Scotia Medical Society);

(d) candidates recommended for appointment to Hospitals and Universities where the candidate is recommended by the Board of Governors or Directors of the Institutions.

Rule 60 and the Terms of Reference must be read together to determine whether any given appointment must be reviewed by the HR Committee.

One exception as determined by the Speakers ruling

One exception to the above rules exists. Appointments to crown corporations that carry on business enterprises are not reviewed by the HR Committee. This rule was determined by the Speaker of the House of Assembly in 1998.

No HR Review required

Amendments to Orders in Council making appointments to ABC's need not be submitted to the HR committee if the personnel making up the board membership is not affected. If government's discretion in making the appointment is not exercised, there is no need to submit the appointment to the HR committee. A change in remuneration of board members need not be submitted to the HR committee but the extension of the term of appointment of board members must be submitted.

(II) Screening Panels

Screening panels were established as a matter of discretion. The purpose of screening panels was to establish a mechanism to determine qualified candidates for appointment to ABC's, to assist ministers in the selection of candidates to fill vacancies on ABC's.

Screening panel members are selected by ministers on the basis of experience in the area of concern of the department, having regard to expertise, regional representation, gender, racial and other affirmative action considerations. Departmental staff assist the minister in recruiting screening panel members, having regard to the experience in the area of concern of the department, having regard to expertise, regional representation, gender, racial and other affirmative action considerations.

Rules of general application regarding the selection of candidates for appointments to ABC's are as follows:

1. Subject to Rule 5 and 6 below, all applications for appointment to ABC's, whether made by the Governor in Council or by a minister of a department, if submitted to the HR Committee, must be reviewed by a screening panel.

2. Screening panels screen for qualifications only and do not rank candidates relative to each other.

3. The qualifications for appointment to an ABC shall be determined by the screening panel in conjunction with departmental staff assigned to assist the panel, having regard to the legislative mandate of the particular ABC.

4. Screening panels are not to determine candidates qualified for chair as separate from other board members, unless the applicable legislation establishes particular qualifications for the chair. The minister will select the chair from applicants qualified for board membership.

5. Screening panels shall not consider appointments where the recommendation or nomination for appointment is required by legislation or regulation to be made by a self regulating body, a hospital or university or other institution arms length to government. Applicants submitted by such institutions, where the submission is required by legislation or regulation, will be considered to be qualified by virtue of the recommendation made by the arms length body.

6. Screening panels shall not consider appointments of civil or public servants as Members to agencies, boards or commissions, where the appointment is part of the employee's job function.

7. Each department will determine the number of screening panel members and the term of appointments.

8. Each department is responsible to ensure screening panel members are aware of their obligations under the Freedom of Information Act to keep confidential personal information regarding applicants, as required by the Act.

9. Subject to Rule 10, appointments made after an advertisement for applications to fill vacancies on ABC's, shall be made from applications posted or received by the Executive Council Office on or before the advertised date for closing indicated in the advertisement.

10. Where a screening panel determines there are insufficient applications from

qualified candidates as the result of the most current advertisement, a department may put forward to the screening panel other applications in its data base, including applications received after the advertised closing date, or may request access to the applications in the Executive Council data base including applications received after the advertised closing date.

11. Departments may recruit applicants for appointment to secure qualified applicants prior to the closing date noted in the advertised request for applications, or after the advertised closing date where a screening panel has determined there are insufficient qualified applicants to fill available vacancies. Applications from recruited candidates must be submitted to the departmental screening panel, unless the application is submitted where Rule 5 and/or 6 (set out above), applies.

(III) Advertisement

Available vacancies for positions on provincial agencies boards and commissions (ABC's) are advertised in a Provincial mass advertisement every six months, in April and October. Departments identify vacancies and inform Mora Stevens, HR Committee Coordinator, who then coordinates with Communications Nova Scotia for inclusion in the advertisement. Departments may place separate advertisements to fill vacancies where it is not practicable to wait for the mass advertisement. Applications for appointment are to be received by the Executive Council Office, regardless of whether it is the result of the mass or a separate advertisement.

The advertisement for vacancies on ABC's includes a closing date for the receipt of applications. The rules governing applications received after this date are set out in rule 9 & 10 above.

A data base of applicants is maintained in the Executive Council Office. All applications are forwarded to the relevant government department responsible for the appointment. Departments maintain their own data base of applicants received from the Executive Council Office. The Executive Council Office maintains applications in its data base for four years. After four years, applicant files are marked "inactive", but the history of a particular application can be retrieved in the database. Upon receiving a new application, applicants remain in the "active" section of the data bank for another four years.

(IV) Reports and Recommendations in the Appointment Process

1. All Reports and Recommendations submitted to Executive Council

recommending appointments reviewable by the HR committee, must be accompanied by a *Form "A"* as prescribed by the Rules of the House of Assembly (*see Terms of Reference for the HR Committee, section 13, set out in the Rules and Forms of Procedure of the House of Assembly, July 1999, at page 57.*) and *Standing Committee of Human Resources Guidelines, February 2, 1999.*

2. All Reports and Recommendations submitted to Executive Council recommending appointments reviewable by the HR committee shall include a statement advising that the recommendation has been screened by the departmental screening panel.

If you have questions about the appointment process, please do not hesitate to contact the Office of the Executive Council.

January 5, 2000

Legislative
Committees Office
House of Assembly
Nova Scotia

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PO Box 2630, Station M
Halifax, Nova Scotia
B3J 3N5

Ms. Alison Scott, QC
Executive Council Office
6th Floor, One Government Place
1700 Granville Street
Halifax, Nova Scotia
B3J 3B7

Thursday, January 13, 2000

Dear Ms. Scott,

Thank you for your response to my letter of January 7, 2000 concerning the screening panels' mandate and terms of reference.

I would like to request further clarification on question three. In your response, you reference the departments' role in the screening panel process. Would you please expand this explanation to include the Ministers' role and the Cabinets' role in the screening panel process.

As for the list of members on the screening panels and their biographies the committee would like to receive copies of updates as they become available.

Thank you for your cooperation in this matter.

Sincerely,

Mark Parent, MLA
Member - Kings North
Chairman
Standing Committee on Human Resources

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Executive Council Office
6th Floor, One Government Place
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Thursday, January 13, 2000

Dear Ms. Scott,

Thank you for your response to my first letter of January 7, 2000. I am still awaiting to hear your response to my second letter concerning the government's conflict of interest policy surrounding the newly appointed screening panels.

The Standing Committee on Human Resources' next meeting is on Tuesday, January25, 2000. Please forward the information to the Legislative Committees Office as soon as possible so that it can be distributed to committee members prior to our meeting.

Thank you for your cooperation in this matter.

Sincerely,

Mark Parent, MLA
Member - Kings North
Chairman
Standing Committee on Human Resources

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Secretary to the Executive Council

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Bus 902 424-6611
Fax 902 424-0667

January 17, 2000

Mr. Mark Parent
Chairman
Standing Committee on Human Resources
3rd Floor, Dennis Building
Halifax, Nova Scotia

Dear Mr. Parent:

Thank-you for your most recent correspondence, received January 13, 2000, requesting further clarification on the screening panel process. Executive Council has no role in the selection of individuals who sit on screening panels of departments. Ministers select screening panel members with the assistance and advice of departmental staff, based on the general criteria indicated in previous correspondence. Cabinet approval is not required. I can offer no further insight to the role of the ministers or staff than that already described as I have no other information.

As to the question of whether departmental screening panel members are eligible for appointment in that department, the matter was raised at the meeting of Executive Council, January 13, 2000. It was the determination of the Executive Council that departmental screening panel members should not be eligible for appointment to agencies, boards and commissions in that department. This does not preclude a screening panel member from appointment to an ABC in another department where he or she is not a screening panel member. Deputy Ministers have been advised of this determination.

Yours truly,

Alison W. Scott
Secretary to the Executive Council

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STANDING COMMITTEE ON HUMAN RESOURCES

AGENCY, BOARD AND COMMISSION APPOINTMENT PROCESS

APPLICATION PROCEDURES

All departmental contacts should be aware that the appointment process takes time to complete. Please remember this fact when you are trying to estimate your time deadlines.

If all of the required documents are forwarded to the Executive Council Office by the first week of any given month they will almost certainly have time to go through the Treasury and Policy Board, Cabinet and the Standing Committee on Human Resources by the end of that same month. In other words, the longer you wait to submit the paperwork, the more chance there is of missing the deadlines and waiting another month.

- Once every six months a list of upcoming vacancies for all government Departments, Agencies, Boards and Commissions (ABCs) is generated;

- These vacancies must be advertised through Communications Nova Scotia in the Chronicle Herald, Daily News and the Cape Breton Post as per the Standing Committee on Human Resources' advertising policy (July 23, 1998). The Standing Committee on Human Resources Coordinator organizes a bulk advertisement for ABC's that appears once every six months;

NOTE:
Departments can still place ads for individual ABCs when required. Supplementary ad placements must be run by the Human Resources Committee Coordinator prior to placement by Communications Nova Scotia.

- Applications are received by the Executive Council Office;

- An acknowledgment letter is sent to the individual applicant by the Executive Council Office;

- The applicant's information is then entered into the Executive Council Office database;

- Original applications are forwarded by the Executive Council Office to the departmental contacts. The Executive Council Office retains a copy for their records;

- Applications received by the department are entered into department records;

SCREENING PANEL / DEPARTMENT PROCEDURES

At this point the new SCREENING PANEL process will be enacted (see attachment). Each individual department has their own way in which this process takes place.
All appointments, even those people being reappointed to a board must go through the screening panel process. All applicants must have an up-to-date application letter and resume (if required).

There is not a general rule as to how each department should handle applications that have not been approved by the screening panel. It is up to each individual department to thank the individual for applying but inform them that they are not going to be appointed at this time.

- Once applicants have been approved by the screening panels they are reviewed by the department contacts and relevant department staff. This may be a simultaneous process if urgent, otherwise it is sequential;

- Prior to the selection of an applicant to sit on an ABC, the department contact should call the Executive Council Office to inquire if the person under consideration is on any other ABC. It is the current governments' policy that a person can only serve on one board at a time. There are very few exceptions to this and those are written into legislation, such as a few of the Labour boards;

- Applicants are then selected;

- The paperwork is then prepared for the appointment of the selected applicant:

OIC Appointment
Report & Recommendation, Form A, Human Resources Committee Guidelines, Application Letter, Resume, Communications Plan and a Briefing Note.

Ministerial Appointment
Ministerial Appointment Form, Form A, Human Resources Committee Guidelines, Application Letter, Resume.

Human Resources Committee Guidelines are to be completed on letter size paper. Please ensure that all of these forms are filled out properly. There have been a number of cases where the paperwork has been forwarded without proper explanations or even original signatures. Check your paperwork !!!

- The Minister must sign the original Report&Recommendation/Ministerial Appointment Form, Form A and the Human Resources Committee Guidelines;

- The signed paperwork is then forwarded to the Clerk of the Executive Council;

- The material is then reviewed by the Clerk of the Executive Council Office and entered into the log book;

TREASURY AND POLICY BOARD (TPB) and CABINET PROCEDURES

- The material is then forwarded to TPB so it can be placed on the agenda. TPB meets on a weekly basis. The forms need to be in the Executive Council Office **one week prior to consideration by TPB**;

  Applications can be held up at TPB for some time, especially if the paperwork is not in order. It is the departments responsibility to ensure that all of the paperwork has been filled out correctly with original signatures from the minister as well as to see that all of the Human Resources Committee policies and procedures are followed.

- If approved by TPB, the material is placed on Cabinet's agenda. The Cabinet meets weekly on Thursday;

STANDING COMMITTEE ON HUMAN RESOURCES PROCEDURES

- If approved at Cabinet the material is then forwarded by the Executive Council Office to the Legislative Committees Office and placed on the Standing Committee on Human Resources agenda. The Human Resources Committee meets once a month on appointments. This usually occurs on the last Tuesday of every month;

- The material is received no later than the Friday by 3:00 pm, eleven calendar days prior to the scheduled Human Resources Committee meeting. The material is then copied and distributed to all Committee members on the Tuesday, one week in advance of the meeting, as dictated by the Rules and Procedures of the House of Assembly. The packages are couriered out on the Tuesday afternoon to all of the offices and signed for by a member of their staff;

- If for some reason subsequent material arrives from the Executive Council Office after the one week deadline, it can be distributed to the Committee members, but before it can be considered at the scheduled meeting, a waiver of notice must be signed and given to the Human Resource Committee Coordinator. The signing of the waiver must be unanimous. If there is one committee member that objects the items will be tabled and placed on the agenda for the next meeting. The same procedure holds true if for some reason the Human Resources Committees' policies and/or procedures are broken (i.e. ABC not advertised);

- If the appointments are **approved**, the material is once again forwarded to the Executive Council Office and placed on the order paper for the Lieutenant Governor's signature;
  If the appointments are **not approved**, the material is sent back to the Executive Council Office, whereupon it will be returned to the appropriate department with a letter from the Clerk explaining the circumstances surrounding the rejection.

- The appointments are then entered into the Executive Council Office database;

- The successful applicant receives the letter of appointment from the minister responsible for the ABC.

If there are any questions concerning these procedures, please contact either;

Shealagh McGrath
Executive Council Office
6th Floor, One Government Place
1700 Granville Street
424-5152 (Phone) or 424-0667 (fax)
mcgratsr@gov.ns.ca

Darlene Henry
Legislative Committees Office
3rd Floor, Dennis Bldg.
1740 Granville Street
424-5241 (Phone) or 424-0513 (fax)
Henryd@gov.ns.ca

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Ms. Alison Scott, QC
Executive Council Office
6th Floor, One Government Place
1700 Granville Street
Halifax, Nova Scotia
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Thursday, February 3, 2000

Dear Ms. Scott,

As you are aware, the Standing Committee on Human Resources met to consider appointments to Agencies, Boards and Commissions on Tuesday, January 25, 2000.

During this meeting a question was raised as to the status of remuneration that is under review. Outlined on pages 10-12 of the transcript is the discussion that took placed during the committee meeting. This discussion gives a brief history as to what has happened since 1993 on this issue, but the committee would like an update as to the current status of remuneration.

Thank you for your cooperation in this matter.

Sincerely,

Mark Parent, MLA
Member - Kings North
Chairman
Standing Committee on Human Resources

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February 7, 2000

Mark Parent, MLA
Chairman
Standing Committee on Human Resources
3rd Floor, Dennis Building
1740 Granville Street
P.O. Box 2630, Station M
Halifax, Nova Scotia
B3J 3N5

RE: REMUNERATION FOR AGENCIES, BOARDS AND COMMISSIONS

Dear Mr. Parent:

A Committee of Deputy Ministers was struck by government to review remuneration of members of Agencies, Boards and Commissions. The Committee is chaired by James Spurr. The Committee has not reported to Executive Council as of the date of writing. When the committee reports, it will be submitted to Executive Council. I am sure Mr. Spurr would be pleased to apprise you of the outcome of that process when it is complete.

Yours very truly,

Alison W. Scott
Secretary to the Executive Council

cc: Mr. Jim Spurr, Clerk of the Executive Council

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House of Assembly
Nova Scotia

Government (Liberal) Caucus Office
#1014-1660 Hollis St
PO Box 1617
Halifax NS B3J 2Y3

February 5, 1997

Ms. Ann Jackman
Law Reform Commission of Nova Scotia
2nd floor Central Services Bldg
1484 Carlton St
Halifax NS B3H 3B7

Dear Ms. Jackman:

At the January 28, 1997 meeting of the Standing Committee on Human Resources, a question was asked regarding a fee structure for Agencies, Boards and Commissions.

In the course of the discussion, it was mentioned that the Law Reform Commission was looking into fees paid to members on Agencies, Boards and Commissions. The members of the Human Resources Committee would like to know the status of your review.

I am enclosing a copy of Hansard that pertains to the above discussion.

Yours truly,

Lila J. O'Connor

Lila O'Connor, MLA
Lunenburg

Encl.
LO'C/ll

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House of Assembly
Nova Scotia

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February 25, 1997

Mrs. Lila O'Connor, Chair
Standing Committee on Human Resources
1660 Hollis Street, Suite 1014
PO Box 1617
Halifax, NS B3J 2Y3

Dear Mrs. O'Connor:

I write to you as Chair of the Province's Human Resources Committee with respect to the Final Report of the *Reform of the Administrative Justice System in Nova Scotia*. The Report of the Law Reform Commission of Nova Scotia was released to Justice Minister Jay Abbass just recently and refers specifically to the Human Resources Committee.

The Report (p. 74) asks specifically that "The appointment process should be "transparent", in that the criteria or qualifications for an appointment should be consistent with the purpose of the agency and should be publicly available. The process for identifying and selecting people for appointments should be equally transparent." It goes on to say that, "Any reforms must include education of the general public and members of the public acting as decisionmakers and must take into account the need to provide easy access to information about administrative procedures." Recommendation No. 5 states that, "When the Government adopts the draft *Administrative Justice Act*, it should also provide training for all ABC appointees and staff supporting ABCs. This should be a minimum requirement for all appointees and training should be provided several times a year throughout the province."

I ask, on behalf of my Caucus, that this Committee write to the Justice Minister and the Premier supporting the Commission's recommendations whose aim is to improve the administrative justice structure for the Province of Nova Scotia.

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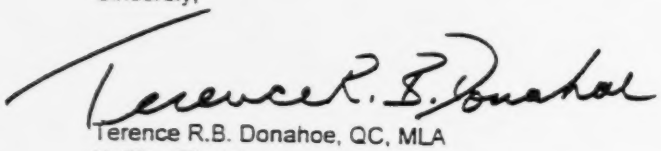
For ease of reference, I enclose herewith a copy of the summary of the recommendations from the Law Reform Commission's January 1997 Report.

Sincerely,



Terence R.B. Donahoe, QC, MLA
Halifax Citadel

/pel
Enclosures

IV SUMMARY OF RECOMMENDATIONS

The Commissioners recommend that:

1. There should be reform of the administrative justice system in Nova Scotia to ensure that it is impartial, accessible, expert, efficient and accountable.

2. The structure of agencies should be carefully designed to support the purpose for which the agency was created.

3. The appointment process for agencies must also be designed to ensure that there is public confidence in the agency. The appointment process should be "transparent", in that the criteria or qualifications for an appointment should be consistent with the purpose of the agency and should be publicly available. The process for identifying and selecting people for appointments should be equally transparent.

4. Any reforms must include education of the general public and members of the public acting as decisionmakers and must take into account the need to provide easy access to information about administrative procedures.

5. When the Government adopts the draft *Administrative Justice Act*, it should also provide training for all ABC appointees and staff supporting ABCs. This should be a minimum requirement for all appointees and training should be provided several times a year throughout the province.

6. Training should ensure that there is a minimum level of information about the role and responsibilities involved in being appointed to an ABC. Where the ABC has administrative work as part of its function then appointees should be given additional training to assist decisionmakers in each agency to develop and interpret the requirements of natural justice, fairness, human rights law and modern caseflow management practices.

7. The Government should adopt the draft *Administrative Justice Act*, which sets out a number of minimum procedures and standard powers that will apply to proceedings before administrative tribunals.

8. Administrative tribunals should be required to develop rules of procedure for making decisions affecting rights and entitlements. These rules must be communicated to parties coming before them.

9. The rules and practices of administrative tribunals must reflect as much as possible to the requirements set out in the draft *Administrative Justice Act* for improving accessibility and achieving fairness including: providing information to participants.

protection of privacy, expedition, efficiency, resolution, written reasons within a reasonable time and decisions based on the principles of evidence.

10. All final decisions of all administrative tribunals in Nova Scotia should be filed in one central office, public registry or library so that they are easily accessible to the public.

11. An administrative tribunal should be able to control its own procedures, subject to the rights of people appearing before it, its statutory mandate, and the supervisory power of the courts through judicial review.

12. There should be minimum standard powers provided in a draft *Administrative Justice Act* for all administrative tribunals which can be adjusted by the Government in creating the agency.

13. Under the draft *Administrative Justice Act* there should be a very limited power on the part of the decisionmaker to rehear a case to correct an error.

14. Under the draft *Administrative Justice Act* there should only be limited power to award costs in cases of abuse of process, or where a person has acted unreasonably in the circumstances.

15. The law relating to judicial review remain under the common law as stated in the Civil Procedure Rules, however, the Civil Procedure Rules should be reviewed to make the language more accessible to individuals who may wish to consider if they have recourse under the Civil Procedure Rules. In reviewing the Rules, consideration should be given to the relationship between a caseflow management approach and the ability of judges to alter time limits for all remedies.

16. The Minister of Justice should, as an aspect of the government's current Access to Justice Initiative, obtain a cost/benefit assessment of three issues:

    - The direct and indirect cost of eliminating a number of statutory appeals to courts and administrative tribunals combined with mandatory training for first level decisionmakers.

    - The direct and indirect cost of having more statutory appeals to the courts including assessing the options for expanding court resources and decreasing the formality of the court process (similar to Small Claims Court).

    - The direct and indirect costs of creating a new Administrative Appeal Board as a final decisionmaker to carry out all administrative appeals after first level hearings.

17. The Government should request that Legislative Counsel develop a standardized protocol or practice for all statutes involving statutory appeals in terms of appeal periods, the basis of appeals and to whom the appeal should be directed.

18. The appointment process for members of any agency which is making decisions and particularly to the Administrative Tribunals should ensure that where appointments and the appointment process reflect the requirement of impartiality.

19. Appointees and staff, including government staff working with the agency or administrative tribunal, must be trained to ensure an understanding of the meaning of conflict of interest and procedures must be developed for ensuring that this is respected. Where administrative tribunal members are not appointed by the Government, there should be an attempt to ensure that persons coming before a tribunal are confident that it has an open and impartial mind with respect to the issue it is to consider.

20. In cases where an institutional arrangement *vis-a-vis* the Government may suggest that otherwise independent decisionmakers are not able to act independently, then there should be a clear provision to meet this concern if the agency is expected to be acting independently of Government or of a particular interest. This might include stated terms of appointment and secondment of staff whose primary obligation is to the agency in question.

21. Where an individual's liabilities, rights or entitlements are affected, then impartiality on the part of the decisionmaker should be paramount.

22. Ensuring access to information and fairness in decisionmaking, particularly where the same agency might carry out several roles including investigation, must be respected and are critical components of a credible administrative justice system.

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